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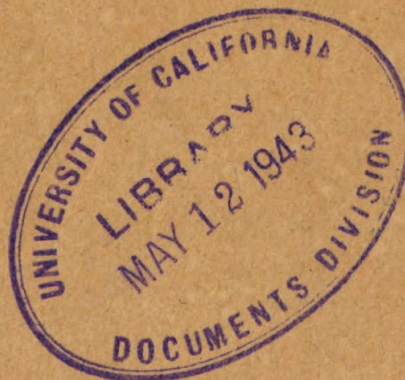
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WAR DEPARTMENT

TECHNICAL MANUAL

ORGANIZATION AND OPERATION  
OF DISBURSING OFFICES

November 20, 1942





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Changes to this manual will be published currently as required by new laws, decisions of the Comptroller General of the United States, Army Regulations, and other fiscal directives. This manual should be regarded as a general guide only and should not be depended upon for accuracy in technical detail. The reader should consult current directives and regulations for the latest information and for technical accuracy.

The paragraphs in this manual are numbered according to chapters; that is, number 103 indicates paragraph 3 in chapter 1, number 209 indicates paragraph 9 in chapter 2. Paragraphs with decimal suffixes indicate subparagraphs; for example, number 102.1 indicates the first subparagraph under paragraph 2 of chapter 1.

Page numbers are consecutive for each chapter. The first page in chapter 1 is 101; the first page in chapter 2 is 201, and so on. If it becomes necessary to add a new page between pages 101 and 102, the new page will be numbered 101-A; however, if page 151 is the last page in chapter 1 and two new pages are added at the end of the chapter, they will be numbered 152 and 153.

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TECHNICAL MANUAL }  
No. 14-205 }

WAR DEPARTMENT,  
WASHINGTON, November 20, 1942.

## ORGANIZATION AND OPERATION OF DISBURSING OFFICES

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## CHAPTER 1

## MISSION AND ORGANIZATION

## SECTION I

## GENERAL

**101. Scope.**—This manual contains basic information relative to the organization and operation of disbursing offices with particular emphasis on operations under wartime conditions. It presents the various steps to be observed preparatory to entering upon disbursing duties as well as the procedures that should be followed in the actual organization and operation of an office. The material embodied herein will be based primarily on procedures authorized by the War Department in its various publications and, to some extent, on experience gained by persons who have been on disbursing duty under both peace and war conditions.

**102. Purpose.**—This manual is intended to serve as a guide to all concerned in the organization and operation of disbursing offices.

**103. Finance officers.**—The duties of officers of the Finance Department may be divided generally into three major categories: administrative, disbursing, and property auditing.

**103.1. Finance officer and disbursing officer distinguished.**—The Chief of Finance as head of one of the Administrative Services under the control of the Commanding General, Services of Supply, is charged with defining the technical duties of finance and disbursing officers and property auditors with respect to their work and the methods to be pursued by them. A “finance officer” is an officer of any arm or service of the Army assigned to duty as such by the War Department, or by the commanding general of any service command, territorial department, various unit commands of Army Air Forces, defense command, separate base command, task forces not within the theater of operations, and theater of operations, division, post, camp, station, or other establishment or unit. (F. C. B-18.) His duties are to conduct or supervise all financial activities pertaining to the Finance Department for the command to which assigned. He may or may not be a “disbursing officer” and he may be either an “accountable disbursing officer”

## 103.2 ORGANIZATION AND OPERATION OF DISBURSING OFFICES

or an "agent officer." *He may*, in addition to his finance duties, be a "property auditor." An "accountable disbursing officer" is any commissioned officer of the Army who receives and disburses public money in his own name. He is responsible for the funds so received and for their proper expenditure for the purposes specified by law, and is required to account for them in accordance with law and regulations. (AR 35-120.) A finance officer who makes payments as the agent of an accountable disbursing officer is an "agent finance officer." (The subject of property auditing is covered in TM 10-310 and no detailed reference to the duties of a property auditor is made in this manual.)

**103.2. Administrative finance officer.**

(1) Finance officers are designated for each of the various armies, service commands, territorial departments, unit commands of the Army Air Forces, defense commands, theaters of operations, and separate base commands and task forces not within theaters of operations. As used in this subparagraph the term "finance officers" refers to those officers serving at the administrative headquarters. The duties of these finance officers are *administrative* as distinguished from disbursing. For the purpose of this manual the term "administrative finance officer" will be understood as referring, so far as applicable, to any officer detailed or assigned as finance officer for any of the foregoing commands. (AR 35-5.)

(2) The administrative finance officer, as a member of his commanding officer's staff, exercises jurisdiction which is coextensive with that of his commanding officer. As used in this section the term "commanding officer" may also refer to commanding general when applicable. He is, in finance matters, the technical advisor of his commanding officer within whose jurisdiction he exercises such authority as the commanding officer may direct. (AR 35-5.)

(3) As representative of the Chief of Finance (the fiscal administrator under the Services of Supply), the jurisdiction of the administrative finance officer (in the various service commands) extends to the limits prescribed in (2) above and, in addition, in technical finance matters, to all exempted stations, including various installations under the Army Air Forces, armies, and defense commands within the territorial limits of his command, except the United States Military Academy. He has general supervision within his jurisdiction over all matters pertaining to the Finance Department, including such specific functions as he may be required to perform by the Chief of Finance under the direction of the Commanding General, Services of Supply. (AR 35-5; AR 170-10.)



(4) The finance branch of a service command, under the finance officer of the service command, performs the following staff functions for the commander:

- (a) Advises the commanding general of the service command on fiscal and finance matters.
- (b) Supervises fiscal and budget functions at posts, camps, and stations.
- (c) Suballots funds to procuring agencies.
- (d) Supervises disbursing functions through the command to assure compliance with regulations and instructions.
- (e) Supervises accounting systems.
- (f) Makes periodic audits of all accounts, including property and commissary accounts, and audits all funds such as those of the Army Emergency Relief, Inc., and mess and all club funds (whether from appropriation or not), except unit funds.
- (g) Supervises Army Exchange accounting systems and audits Army Exchange funds, following, in this connection, directives of the Army Exchange Service.
- (h) Supervises the collection of delinquent sales accounts for sales stores and Army exchanges.

(i) Reviews and acts on inventory and inspection reports, reports of survey, and reports of boards of officers in connection with financial matters.

(5) The finance branch of a service command, under the finance officer of the service command, performs the following functions for the service command headquarters:

- (a) Prepares estimates of fund requirements and is the budget officer for service command headquarters.
- (b) Maintains fiscal records and reports on the status of funds allotted to the service command.
- (c) Prepares pay rolls and maintains related records for all civilian and enlisted personnel assigned to service command headquarters. (Ch. 5, S. O. S. Organization Manual.)

(6) Administrative finance officers operating with separate task forces and base commands outside the theater of operations and under the commanders in any theater of operations as far as applicable, will perform the same functions as presented in (4) above. (F. C. B-18.)

### **103.3. Disbursing officers.**

(1) The duties of finance officers, U. S. Army, and post, camp and station finance officers, corps and division finance officers, and task force and base command finance officers are primarily disbursing.

The term "finance officers" as used herein refers to those officers serving as disbursing officers in field offices under the administrative supervision of the units listed in paragraph 103.2.

(2) A finance office, U. S. Army, is an activity of the Finance Department established by the War Department at a convenient point to provide finance service for a group of War Department activities affecting two or more War Department agencies. Generally it is located at a commercial center having no apparent connection with the Army, and the words "U. S. Army" are added to the title of the officer in charge as in "Finance Officer, U. S. Army, Kansas City, Missouri"; however, the office may be located at an established Army post or station, as in the case of the Finance Office, U. S. Army, Fort Benjamin Harrison, Indiana. In this case the words "U. S. Army" are added to bring out the fact that it has been designated to provide finance service for a group of activities beyond the limits of the post or station where located. It operates directly under the commanding general of the service command who is responsible for coordinating its finance duties with respect to the activities served by it, including exempted stations. When in the interest of economy or for other considerations, it is located at an Army station which is exempted from the control of the commanding general of the service command, the finance officer, U. S. Army, will be responsible to the local commanding officer for observance of local regulations by finance personnel with respect to discipline, care and protection of property, guard, and sanitation. (AR 35-5.)

(3) An officer detailed as "finance officer" of a post, camp, station, harbor defense, arsenal, or depot is a member of the staff of the commanding officer and is charged with and responsible to him for the proper administration of all finance and accounting matters under his control pertaining to the Finance Department. (AR 35-5.)

(4) Corps and division finance officers and task force finance officers function as disbursing officers for units of the field forces. Each is a member of his commanding officer's staff and, in addition to furnishing complete finance service for his entire command, is charged with and responsible to him for proper administration of all finance and accounting matters under his control.

#### **104. Mission of disbursing officer.**

**104.1. Regular and prompt payments.**—The mission of the disbursing officer is to assist in maintaining a high state of morale by paying troops and individuals regularly and promptly. Another important duty of disbursing officers is to effect prompt payments of commercial accounts. Money is a lubricant which keeps the wheels of



industry moving. Only by prompt payments may contractors be enabled to perform their very important part in furnishing the munitions of war.

**104.2. As a member of commanding officer's staff.**—As a member of his commanding officer's staff, the mission of the disbursing officer is to furnish sound advice on all technical matters pertaining to finance and accounting.

**104.3. In relation to command to which assigned.**—In relation to the command to which assigned, his mission is to furnish complete finance service to the entire command.

**104.4. In relation to administrative finance officers.**—In relation to administrative finance officers of higher echelons of command, the disbursing officer submits such data and special reports as may be called for, as well as all periodic and routine reports, in a timely manner.

**104.5. In relation to authorized agents.**—In relation to authorized agents who may be detailed to receive and disburse public funds in the name of the disbursing officer, his mission is to render such assistance and to furnish such advice on technical matters as will serve to expedite all proper payments and result in the satisfactory transaction of public business.

## SECTION II

### PRELIMINARY STEPS INCIDENTAL TO ORGANIZATION

#### **105. Survey as to requirements.**

**105.1. Types of payment predominating.**—The first step to be considered in organizing a finance office is whether the organization is to be of the stationary type such as a post finance office or a Finance Office, U. S. Army (usually stationed in a commercial center) or of the mobile type, such as one assigned to a division, task force, or other unit in the theater of operations. The stationary type of finance office is required to pay all kinds of accounts, both for services (pay and allowances of military and civilian personnel) and supplies bought under the numerous kinds of contracts. The mobile type of finance office of necessity deals almost entirely with payments to military personnel. The latter type of office does not present the varied problems as to organization after the original set-up is completed. Therefore, this manual deals mainly with the organization of the stationary type of finance office, the mobile type being treated in TM 14-215, Finance Service in Field Units (when published). For the actual operation of the two different types of offices there is very little difference. This manual undertakes to set forth in some detail the organization

and operation of an average post finance office and may likewise be applied to a Finance Office, U. S. Army. In turn, it may be used as a basis for the operation of an exceedingly large office.

**105.2. Provision for expansion.**—It is very desirable that necessary arrangements be made to allow for possible expansion. Careful consideration must be given to the possible need for additional floor space, particularly if the office is to be located outside an Army station necessitating the leasing through another Government department or from the owner of an office building. Where the office is to be established on an Army post the need for future expansion should receive particular attention, especially where the post is constantly expanding.

**106. Preparation of functional chart.**—It is essential that a functional chart of the projected office be carefully planned and prepared at the earliest possible time. The Chief of Finance has prescribed a chart to govern the functions of all offices having a total of eight or more clerks, enlisted or civilian, as shown in figure 1. Smaller offices must conform substantially to this organization. (F. C. B-1.)

**107. Personnel requirements.**

**107.1. Commissioned.**—The number of commissioned assistants assigned to a disbursing office obviously depends on its size and volume of business. A comparatively small disbursing office may be organized and operated by only one officer who is the accountable disbursing officer, but it is very desirable to have one or more commissioned assistants in a larger office. In large offices it may be desirable to assign commissioned assistants to one or more important branches where the available allotment of commissioned personnel and the importance of the branch dictate such assignment. Commissioned personnel are usually procured by placing timely requisitions with the commander exercising personnel jurisdiction. Before placing such requisitions, it is important to consult the latest War Department instructions on the subject which are usually available at local command headquarters.

**107.2. Enlisted.**—During the current national emergency, it is the policy of the War Department to utilize general service men with the field forces and limited service men with service command units and installations; and appropriate rear echelon detachments or installations of combat divisions, corps, armies, and like large units or organizations normally employed in communication zones or zones of the interior. Enlisted men are usually procured by placing timely requisitions with the commanding officer exercising assignment jurisdiction. Before placing such requisitions it is important to consult the



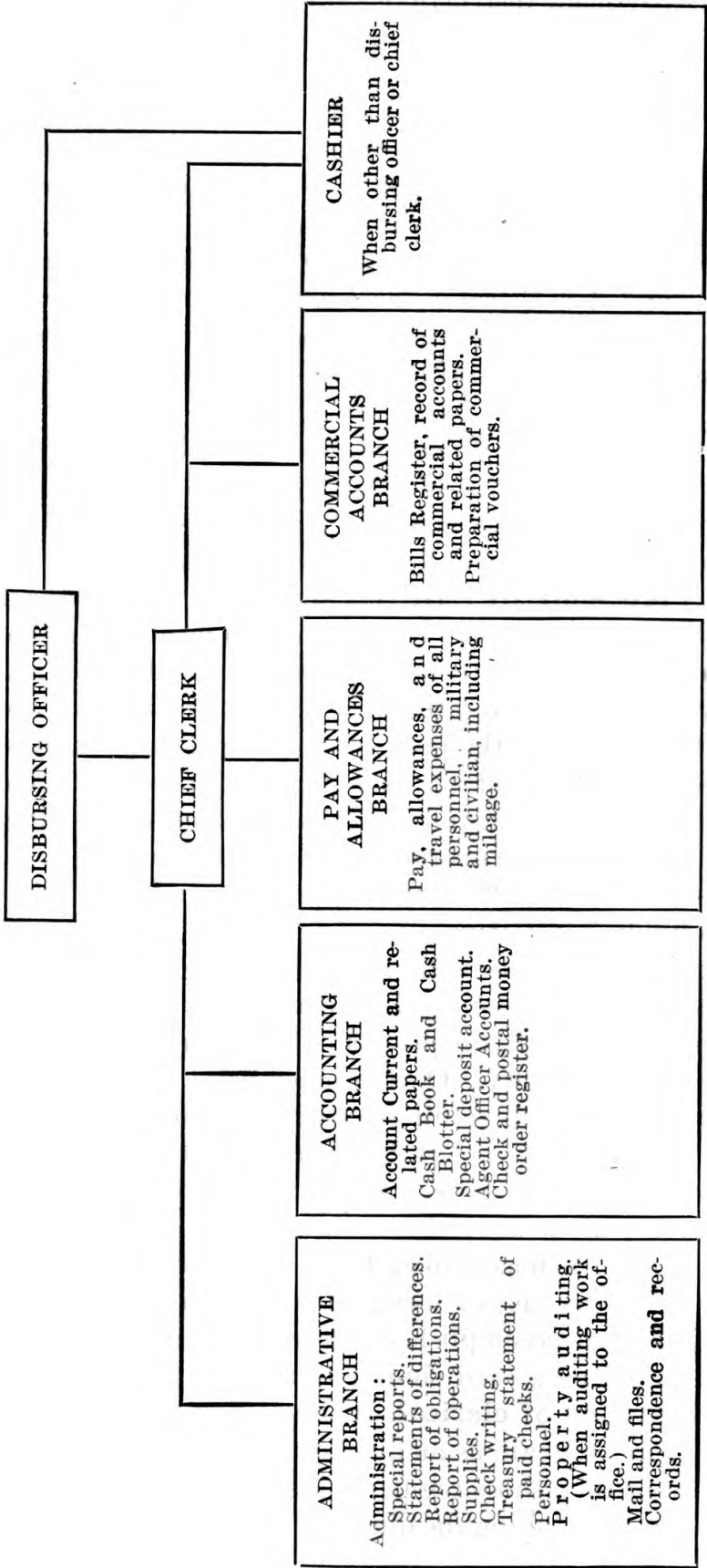


FIGURE 1.—Organizational chart.

latest War Department instructions on the subject which are usually available at local command headquarters. (Cir. No. 327, W. D., 1942.)

### 107.3. Civilian.

(1) *By transfer for key positions.*—In cases of newly created offices it is the usual policy for the service command finance officer to transfer experienced personnel from other finance offices under his administration to fill the more important positions such as chief clerk or principal clerk for the various branches. In some instances such transfers are impracticable and it is therefore necessary for the disbursing officer, aided by his commissioned assistant, to conduct a part time school during office hours and, if necessary, put in some overtime work on such instruction.

(2) *Desirability of an efficient personnel clerk.*—An efficient personnel clerk will have very little difficulty with the procedure in connection with such routine matters as appointments, promotions, transfers, resignations, deaths, and allotments of funds. The rules concerning personnel procedure are relatively simple but require the application of intelligence in their operation. This is a position in which there is need of a person with a trained analytical mind. In making the selection for this job it is well to study the qualifications of each individual. In the first place, the position should not be filled by a person unacquainted with office routine. Nor should the person selected be one who has done only the most routine office work such as typing, filing, billing, or similarly simple operations. The personnel clerk should be mature, possessed of more than average ability, and should have some degree of individual initiative. Necessary direct contact with principal clerks of other branches will require both aggressiveness and tact.

(3) *Interview and selection.*—In a comparatively small office with only a few positions to fill, the problem of personnel selection does not present any great difficulty. On the other hand, in the organization of a large office, selections to fill the various positions are highly important. A good personnel clerk will prove invaluable in this connection. Many of the data concerning an individual employee, once established, remain unchanged throughout the employee's service. This is true of data such as names, dates, and places of birth, military preference, and in the case of foreign born persons, the fact that naturalization has been accomplished. For ready reference, such data should be recorded on a card similar to the one shown in figure 2.

107.4. **Exchange of clerical duties.**—Steps should be taken by each finance officer to train as many clerks as practicable in the duties of the office other than those regularly assigned them. This should be accomplished by exchanging the duties of clerks in different sections or



branches for a period of approximately 1 month. The purpose of this is to train as many clerks as practicable in each of the duties of the office in order to make it possible to take care effectively of temporarily increased work in any branch or section; to develop information as to the ability and aptitude of clerks in the several duties of the office; and to afford to each clerk an opportunity to demonstrate his or her capacity, ability, and aptitude for work other than that regularly assigned. (F. C. B-1.)

**108. Arrangement of office space.**—Whenever a new office building is being constructed or an old building is being renovated, the construction should follow the plans and details as set forth in approved plans for finance office buildings. These plans are prepared by the Chief of Engineers and approved by the Chief of Finance. The drawing numbers and sizes are as follows:

Date	Type of construction	Designation	Plan No.	Square feet
6/18/41	Mobilization .....	FB-1 .....	800-219	6, 000
1/31/42	Mobilization .....	FB-2 .....	800-232	4, 000
8/26/42	Theater of operations .....	FB-A-T .....	T. O. 700 -5209	4, 000
8/26/42	Theater of operations .....	FB-B-T .....	T. O. 700 -5209	6, 000

**108.1. Accessibility of all branches.**—The assigned office space should be surveyed and a floor plan of the office drawn up. The plan should be drawn in such a manner as to allow free access to all branches of the office as well as sufficient passageway. In extremely large offices it may be desirable to have a private entrance for the disbursing officer.

**108.2. Privacy for clerks engaged in computation.**—The office should be so arranged that clerks engaged in the computation of vouchers are interfered with as little as possible. The public, of course, must have access to all branches but the floor plan should be arranged so as to provide for the maximum of privacy for clerks not necessarily in direct contact with callers. Allocation of space to branches should be made so as to provide a production line type of flow of papers being processed.

**108.3. Arrangement of cashier's cage, office vault, and safes.**—In the arrangement of any disbursing office it is highly desirable that the cashier's cage be in close proximity to both the office of the disbursing officer and the pay and allowance branch. The office should be equipped with a fireproof built-in vault arranged so that

the clerk in charge of the voucher file will have free access to records and papers in storage. In spotting heavy office safes consideration must be given to the weight and stress involved, and floors must be reinforced accordingly. This is particularly true if the safe is to be located in any of the upper floors of a building.

**108.4. Utility and counting room.**—A room with adequate counter space or tables for use by agent officers in checking pay roll funds is desirable but not essential to the smooth functioning of any disbursing office. The size of such a room is contingent on the maximum number of Class A agent officers to be expected on any given day. This room should also be made available for assembling vouchers for daily submission to the Chief of Finance. Also, it could be utilized for conferences between the disbursing officer and his commissioned assistants and branch and section chiefs. The needs and use for such a room vary widely and should be carefully considered in the preliminary survey as to office space requirements.

**109. Procurement of office furniture and equipment.**—After determining the number and distribution of personnel, an initial requisition for equipment and furniture must be prepared. In view of the existing shortage of critical and strategic materials used in the construction of office furniture, filing equipment, typewriters, and other labor-saving devices, the need for the conservation of such materials is urgent. Only equipment considered indispensable to the war effort will be supplied. Circular No. 299, W. D., 1942, contains a list of items, the supply of which is contingent upon their availability, as well as a list of those articles no longer obtainable. Requisitions should be submitted on W. D., Q. M. C. Form No. 400 (Requisition). Separate requisitions will be prepared for equipment issued by the different supply services and submitted to the respective station supply officers (post quartermaster, post ordnance officer, etc.) through the post commander. A periodic inventory of equipment should be made in every office to determine the necessity for new equipment or the replacing of obsolete equipment when later models would increase the efficiency of the office. In most cases, a quarterly inventory is sufficient to keep the disbursing officer informed as to current needs. (AR 310-60.) A periodic check of machine load is necessary to insure proper distribution, to eliminate idle machines, and to reduce overloads on others. Machines should be used to their maximum capacity and for their proper function. Do not use a duplex on single dial work. Improper or surplus machines should be reported to the administrative finance officer with a view to their being traded for proper machines from other offices or transferred to some other office requiring them.



## 109.1 ORGANIZATION AND OPERATION OF DISBURSING OFFICES

**109.1. Fireproof equipment and safes.**—Every well regulated disbursing office should have a fireproof, built-in vault. Adequate protection for public funds, blank Treasury checks, current original vouchers, and retained records is essential. The importance of safeguarding vouchers and records must be impressed on all office personnel. The standard vault is 8 feet by 9 feet by 11 feet 11 inches, with all walls, floor, and ceiling of 8-inch concrete.

**109.2. Internal arrangement of cashier's safe.**—For the comparatively small disbursing office utilizing only one cashier, an office safe with one cash drawer has proved satisfactory. In the larger offices it is necessary to utilize two or more cashiers. In any office the cashier should have an understudy. When funds are entrusted to several cashiers the responsibility of each individual must be definitely established. Consequently each must have his own depositary. An ideal arrangement is to have a large safe with the required number of compartments of the safe deposit type (fig. 3) permanently installed therein. Each compartment should be provided with a combination lock.

**109.3. Mechanical and labor-saving devices.**—The Chief of Finance has, in recent years, adopted as standard and provided each of the large disbursing offices with the following equipment:

Burroughs check writing machine.

National check cutting and sorting machine.

International postal supply check signing machine (for offices issuing over 10,000 checks monthly).

International change listing machine.

Burroughs bookkeeping machine (for use in preparation of schedules of disbursements).

Check addressing machine.

Signograph.

Automatic cashier.

Coin counter and packager.

Addressograph (under certain circumstances).

Check lister (shuttle carriage adding machine).

Other articles of equipment of standard commercial design essential to all large disbursing offices, the use of which has not been standardized, are listed below:

Envelope opening machine.

Envelope sealing machine.

Adding machine.

Special desk for active card files such as W. D., F. D. Form No. 1 (Bills Register), etc. (See fig. 4.)

Printing type calculator.

Regular type calculator.

Mimeograph machines.

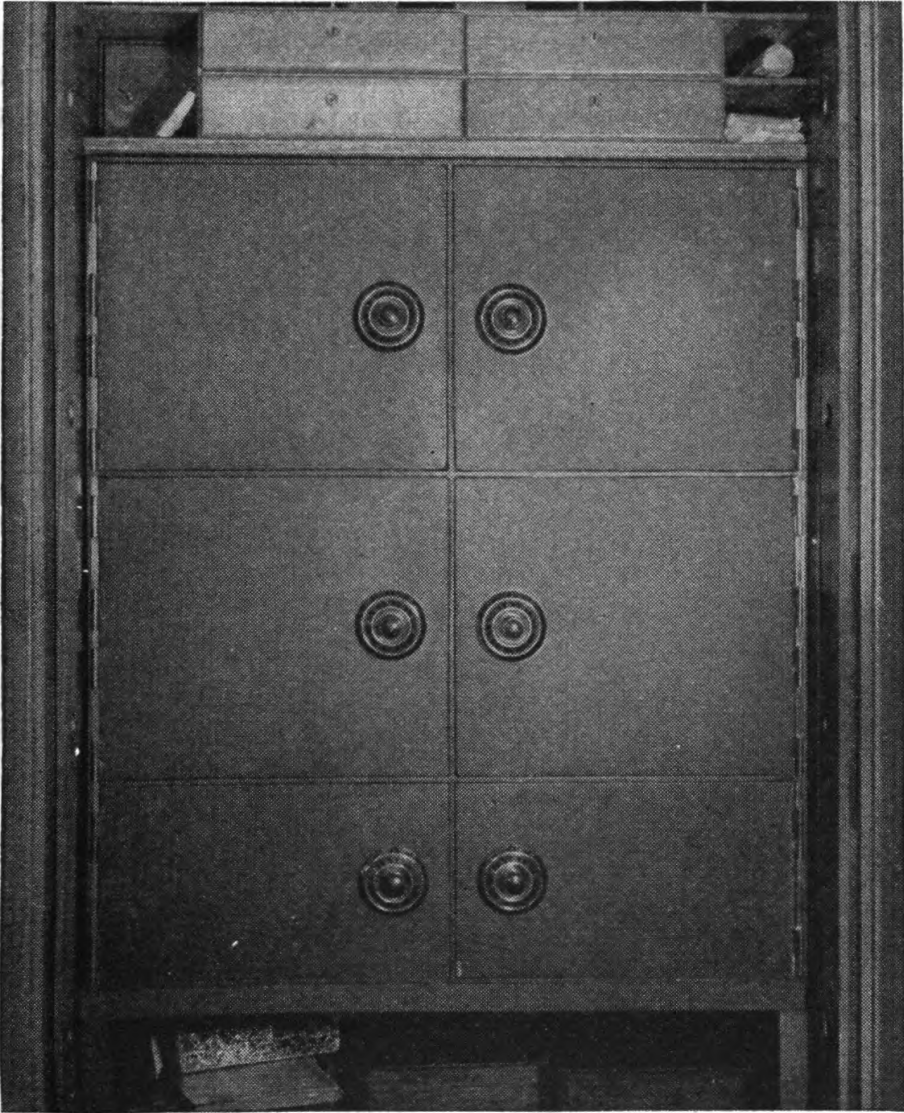


FIGURE 3.—Internal arrangement of cashier's safe (six large safe deposit type compartments).

**109.4. Provisions for peak load in various branches.**—In exceptionally large disbursing offices where the demands in a particular branch require the periodical shifting of clerks, additional space and equipment should be provided so that such shifts may be made in an orderly manner. It is not expected that this problem will arise in the average post finance office to such a degree as to require additional furniture, etc.

### 110. Stationery and office supplies.

**110.1. Table of basic allowances.**—Allowances of stationery and office supplies for posts, camps, and stations are prescribed in Circular No. 1-18, Office of the Quartermaster General. The basis for these items is the number of desks, typewriters, stenographers, clerks, etc. Requisition for an initial supply should be accomplished on W. D., Q. M. C. Form No. 412 (Requisition and Receipt for Stationery and Office Supplies). The Quartermaster Corps is the source of supply. The requisition will be prepared in triplicate and forwarded to



FIGURE 4.—Double “wing” or “tub” desk (accommodates 18,000 to 20,000 5 by 8 cards).

the commanding officer for approval. Upon approval, all three copies will be forwarded to the post quartermaster, who after checking quantities requisitioned against Tables of Allowances, will issue the supplies. The quartermaster will retain the original and duplicate copies of the requisition and return the triplicate for the disbursing officer's files. Quarterly requisitions must be submitted for subsequent requirements.

**110.2. Prevention of spoilage and waste.**—The importance of conserving supplies and equipment, under war conditions, cannot be overemphasized. Careful control must be exercised to insure that

excessive stocks of any items are not accumulated. Only those supplies which are certain to be consumed in their entirety should be requisitioned in normal quantities. The requisitioning of all supplies should be kept to a minimum. A physical inventory should be made before submitting quarterly requisitions.

**110.3. Rubber stamps.**—Much time and effort are saved by the use of rubber stamps for notation on official papers, documents, and disbursement vouchers. Many of the most common stamps in general use in the various disbursing offices are listed in appendix I. Due to the conservation of rubber entering into the manufacture of these stamps, only those conducive to such saving in time and effort have been included in this list.

**110.4. Window envelopes.**—Window envelopes of various sizes are available under the annual contract of the Post Office Department, and may be requisitioned. The window envelope is a remarkable time saver and is now used almost universally in large business houses. Relatively few field offices of the War Department make use of it except for the mailing of checks. Care should be taken, however, that any window envelopes used for mailing checks meet standards specified in F. C. B-8. They cost very little more than the conventional envelopes and the time saving possibilities are obvious.

### **111. Initial supply of blank forms.**

**111.1. Estimate of requirements.**—Blank forms required for use in connection with the accounts of disbursing officers are listed by number and title in the following Finance Circulars:

	<i>Paragraph</i>	<i>Circular</i>
Finance Department forms.....	2	B-14
Adjutant General's forms.....	3	B-14
Inspector General forms.....	4	B-14
Medical Department forms.....	5	B-14
National Guard Bureau forms.....	6	B-14
Quartermaster Corps forms.....	7	B-14
Treasury Department forms.....	8	B-14
Standard forms.....	3	B-15
War Department forms.....	2	B-16

These circulars contain a brief statement of the use of each form from the viewpoint of the disbursing officer, the source of supply, and citations to the applicable regulations and Finance Circulars. (A more elaborate list of such forms may be found in AR 310-105 and Cir. No. 1-17, O. Q. M. G.) An estimate of an initial supply based on the anticipated volume of business and strength of the command must be carefully compiled. Types of payments to be normally expected

will prove an important factor in making this estimate. An excess of some forms and shortage of others must be avoided. Blank forms are constantly being revised and very often instructions are given that the existing supply of superseded forms be utilized until exhausted, making the necessary changes to conform with the revised form. At such times, it is unfortunate to have on hand a supply of the old forms sufficient to last for several years. Estimate should be based on a 6 months' supply. Needs for a newly activated division finance office are shown in appendix VII. Post disbursing offices will have needs at variance with this list. Quantities of forms pertaining to payment of commercial accounts, civilians, etc., should be amended accordingly.

**111.2. Form used for requisition.**—W. D., A. G. O. Form No. 17 (Requisition for Blank Forms and Publications) will be used in requisitioning blank forms from the Quartermaster Corps. This form should be accomplished in triplicate, the first two copies being submitted to the post quartermaster through the post commander and the third copy retained in the files. Requisitions on other sources should be in letter form.

**111.3. Sources of supply.**—The Finance Circulars referred to in paragraph 111.1 indicate the source of supply for each form listed. The majority of forms are supplied by the Quartermaster Corps. Special sources are indicated for a number of forms, for example, Treasury Department forms are supplied by the Treasury Department, Division of Printing; National Guard Bureau forms by the National Guard Bureau; Medical Department forms by The Surgeon General, etc.

**111.4. Improvised forms.**—Suggestions as to certain improvised forms appear throughout this manual. These must be reproduced locally by mimeograph or other duplicating process. Quite often these forms become outmoded. Care should therefore be exercised to avoid reproduction of too large a stock, as such practice tends to needless waste. There is no necessity for maintaining a large supply at any one time. Stencils may be preserved for future use if no changes in the particular form occur.

**111.5. Reproduction of form letters.**—To expedite the work in a disbursing office it is desirable to utilize several types of form letters to aid in obtaining data and supporting papers not submitted with particular vouchers, and for other purposes. This method gives the complete record of any voucher for which payment is deferred and furnishes a ready reference in case inquiry is made at any time. As conditions and requirements change from time to time, it is well to limit the supply of all form letters reproduced. The needs of the office should



be determined and the supply restricted to a period of 2 or 3 months at any one time. As changes occur, a memorandum thereof should be filed with the master copy of the form letter to be included in the next revision or reprint. Restricting the supply on hand to the minimum requirements will prevent the necessity of typing or stamping additions or changes on an excessive supply and will better serve the purpose for which intended.

**112. Regulations, publications, and other reference material.**

**112.1. Necessity for proper maintenance.**—All payments must conform with laws, regulations, decisions, and accounting instructions in force at time of payment. These laws, regulations, etc., are constantly changing. Hardly a day passes on which no new regulations or instructions are received. The efficiency of a disbursing office depends very largely upon the prompt and systematic filing and indexing of the constant flow of new publications. Practically all of these publications should be available to the administrative branch for general reference. In addition, many of those most frequently used should be readily available to each of the other branches. There should also be maintained in the administrative branch a current subjective index properly cross referenced to related matters of all publications so that the "last word" on any point may be readily obtained.

**112.2. Procuring initial sets of regulations.**—In a newly activated office it will be necessary to obtain by requisition the regulations, circulars, bulletins, and publications (see par. 112.4) through proper channels. Publications issued under direction of the Secretary of War together with the binders needed should be covered by W. D., A. G. O. Form No. 17, to be submitted in duplicate to The Adjutant General or one of the depots under his control as enumerated in Circular No. 346, W. D., 1942. All publications issued under the direction of a branch of the War Department may be procured by letter requisition direct from that branch. There should be available up-to-date files of Army Regulations, Compilation of War Department General Orders, Bulletins, and Circulars, with the current supplements, also copies of Finance Department publications for the current and previous years. If published decisions of the Comptroller General in either bound book form or pamphlet form are available, the Index-Digest of the published decisions of the Comptroller General, July 1, 1929 to June 30, 1940, will be of considerable value. (AR 310-200; F. C. A-1.)

**112.3. Current sources of supply.**—Official publications which are general in nature are distributed by or through The Adjutant General, the commanding general of the service command, and in turn

by the post, camp, or station commander. Publications which pertain solely to the Finance Department are distributed by the Chief of Finance through the service command or corresponding administrative finance officer. Allowances are as prescribed in AR 310-200. Finance officers departing for stations outside the United States will advise the Chief of Finance of their A. P. O. numbers, in addition to the information as to the last publication received, in order that the Chief of Finance may furnish future Finance Department publications distributed by his office. (F. B. No. 131, sec. IV.)

**112.4. Necessity for constant reference.**—The system of publications, and where and how to find the law, regulations, etc., covering the varied subjects must be thoroughly explained to all concerned. All should be indoctrinated with the idea that these publications are the primary source of authoritative data and that a working knowledge of them is indispensable. No matter how familiar one may be with a particular law or regulation, it should be his practice always to refresh his memory regarding any point under consideration. A list of desirable publications will be found in appendix II. Appropriate distribution within the available supply should be made to the various branches most effected.

**112.5. Files not to be personal property.**—All files of regulations, bulletins, circulars, and other publications are distributed for general use in the disbursing office. Such files are to be maintained as permanent office records and will not be the personal property of the individual officers, warrant officers, enlisted men, or civilian employees. They will be kept up-to-date and remain in the disbursing office for the use of the present and succeeding personnel. (F. C. A-1.)

**113. Appointment of deputy.**—Under present conditions, most accountable disbursing officers find it desirable to have one of their commissioned assistants deputed. Under the law, civilian as well as commissioned assistants are eligible for appointment as deputies. A duly appointed deputy is authorized to make disbursements, to sign checks, and to discharge all other duties required to be performed by the accountable disbursing officer. In that respect, deputies differ from agent officers who are limited to making cash payments for and in the name of the accountable disbursing officer. They also differ from "special disbursing agents" of the War Department who are themselves disbursing officers and render accounts in their own names to the General Accounting Office, through the Chief of Finance, in the same manner as other accountable disbursing officers of the Army. Application for the designation and appointment of deputies to disbursing officers must be submitted to the Chief of Finance through

administrative channels. The Chief of Finance investigates all applications and forwards them with his findings and recommendation, through the Commanding General, Services of Supply, to the Secretary of War. The Secretary of War will approve an application only upon the recommendation of the Chief of Finance. Regulations provide that necessary forms for the designation and appointment of deputies are furnished by the Chief of Finance on request, but as a matter of expediency these forms are available in the service command headquarters and in some of the central command headquarters in theaters of operation. (AR 35-340.) The bonding of deputies is explained in paragraph 115.2.

**114. Appointment of cashier.**—As the average disbursing office is called upon to make cash payments constantly it is considered good administration to have an enlisted or civilian cashier. Such cashier must be specially authorized by the Chief of Finance. When a considerable amount of cash is disbursed it may be desirable to have more than one cashier on duty. Necessary forms for the designation and appointment of cashiers together with instructions for accomplishment are furnished by the Chief of Finance or a service command finance officer on request. The cashier's instrument of appointment and authorization executed by the Chief of Finance prescribes the duties to be performed, particularly with reference to the amount of cash to be intrusted, such amount not to exceed the amount of the bond.

**115. Execution of bonds.**

**115.1. Disbursing officer.**—All officers of the Finance Department and Quartermaster Corps and officers detailed therein, before entering upon duties involving accountability for public funds or property or as deputies to accountable disbursing officers, must give bond. This requirement has equal application to officers of the Finance Department and Quartermaster Corps shifted or detailed with arms to other services not subject to bond upon assuming accountability as distinguished from transfer out of these above-mentioned services. All officers of the Finance Department who are not bonded are required to forward a signed and witnessed blank bond for file in the office of the Chief of Finance, pending possible entry on disbursing duty. Each officer may select a surety company from a copy of a list of surety companies that is usually on file in the local office of the quartermaster. Bonds of captains and above must be given in the sum of \$10,000.00; first lieutenants and below, \$5,000.00. The bond of a commissioned officer must be executed on W. D., F. D. Form No. 20 (Official (or Surety) Bond of Officers of the Army) (fig. 6). An accomplished application form (fig. 5) to the selected surety company must accompany the signed

## 115.1 ORGANIZATION AND OPERATION OF DISBURSING OFFICES

and witnessed blank bond (fig. 6) when forwarded to the Chief of Finance, together with the signature card and sheet (figs. 7 and 8) described in paragraph 117. In the event that application for appointment of a deputy and/or cashier is submitted, one or both (as the case may be), of the stipulation and consent agreements described in paragraph 115.4 must also be forwarded. A request for any of these forms must be addressed to the appropriate finance officer or the Chief of

THE UNDERSIGNED hereby applies for a Bond in the sum of \$ 10,000.00  
as Disbursing Officer at Fort Blank, Ind.  
in favor of The United States of America  
said Bond to take effect from the 25th day of February, 19 42

IN CONSIDERATION of the execution of the said Bond by the Continental  
Casualty COMPANY, the undersigned hereby agrees with the Company  
to pay in advance the annual premium of \$10.00 during each and  
every year, so long as said Bond shall remain in force, and to hold the  
Company harmless from any loss on account of the execution of said bond.

IN TESTIMONY WHEREOF, witness the hand and seal of the undersigned  
this 10th day of February, 19 42

Signed, sealed, and delivered  
in the presence of

Walter Gray  
Witness.

J. F. Dale (Seal)  
Signature of Applicant.

FIGURE 5.—Application for bond on surety company.

Finance, with a statement as to whether the forms are intended for file pending call to disbursing duty at a future date or for immediate execution in connection with approaching disbursement duties, giving in the latter case the date the bond should be made effective and the character of the accountability involved. Each officer must bear the cost of his own bond. The maximum allowable rate for the bond of an officer is \$1.35 per thousand, but the actual rate in effect is \$1.00 per thousand. Remittance need not be forwarded with the application. The surety company will bill the individual for the first annual premi-

WAR DEPARTMENT  
FINANCE DEPARTMENT  
Form No. 20  
Authorized January 6, 1920

**C.O.F. FORM 273**  
**11-10-42**

# OFFICIAL (OR SURETY) BOND OF OFFICERS OF THE ARMY

**(When surety is a corporation)**

**KNOW ALL MEN BY THESE PRESENTS, That we \_\_\_\_\_**

of \_\_\_\_\_, in the County of \_\_\_\_\_, and State of \_\_\_\_\_, as principal, and \_\_\_\_\_, a corporation existing under the laws of the State of \_\_\_\_\_, as surety, are held and bound unto the UNITED STATES OF AMERICA in the penal sum of \_\_\_\_\_ dollars, to the payment of which sum, well and truly to be made, we bind ourselves, our heirs, executors, administrators, and successors, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, That whereas the above-bounded principal has been commissioned \_\_\_\_\_ in the United States Army (the words United States Army as used in this bond shall be held to include the Regular Army, National Guard, Officers' Reserve Corps, National Army, or any other legally authorized Arm, Corps, Department, or Branch of the Army), and has accepted said Commission: Now, if the said principal shall and do at all times during his remaining on duty in the United States Army, under said office and on duty under any office in the United States Army to which he may be appointed, promoted, or transferred, from and including the date of approval of this bond by proper authority, thenceforth until the date of approval by proper authority of a new official (or surety) bond in his case, or until the Secretary of War shall formally decide that the officer has been assigned to duty under which assignment he is not accountable for public funds or public property, carefully discharge the duties to which assigned, and faithfully expend all public money, and honestly account for the same and for all public property which shall or may come into his hands, without fraud or delay, then the above obligation to be void; otherwise, to remain in full force and virtue.

IN WITNESS WHEREOF, The parties hereto have executed this instrument under their several  
seals this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_, the name and corporate seal of  
said surety being hereto affixed and these presents duly signed by its<sup>1</sup> \_\_\_\_\_  
pursuant to a resolution of its<sup>2</sup> \_\_\_\_\_ passed on the \_\_\_\_\_ day  
of \_\_\_\_\_, A. D. 19\_\_\_\_, a copy of the record of which is on file in the War  
Department.

The annual premium on this bond is \$\_\_\_\_\_, the rate being one dollar per thousand.

In presence of: Walter Cary as to John F. Roe (SEAL.)<sup>3</sup>  
 .. .. .  
 Attest:

[illegible]

1 The president or other officer authorized to sign for the corporation.  
2 The board of directors or other governing body of the corporation.  
3 If executed in Maine, Massachusetts, or New Hampshire, affix an adhesive seal.  
4 Here affix the corporate seal.

**FIGURE 6.—Official (or Surety) Bond of Officers of the Army.**



um after the bond has been put in force. Prior to the officer's entry on disbursing duty the Chief of Finance will send the bond to the surety company for execution. After execution it is forwarded to the Office of the Secretary of War for approval. The date of approval by the Secretary of War becomes the effective date of the bond. The surety company bills the officer annually in advance for the premium. (AR 35-220.)

**115.2. Deputy.**—When the disbursing officer is bonded to the United States, his deputy must be bonded regardless of what arm or service the deputy is commissioned in or whomever he may be. It will be recalled that officers of the Finance Department or the Quarter-

Treasury Department Office of Treasurer, U. S. Accounting Division Form 5583	
SIGNATURE CARD	
Notify Treasurer of the United States of any change in this address.	Fort Blank, Ind.
Sign here, in form to be used on checks:	<i>J. F. Doe</i>
I certify that the above signature is that of the disbursing officer named.	<i>Walter Gray, Maj. J.D.</i>
The signature of person certifying should be known to the Treasurer of the United States. (Title)	
Date: <u>February 10, 1942</u>	
When signed forward immediately to the Treasurer of the United States, Washington, D. C.	
U. S. GOVERNMENT PRINTING OFFICE 16-11390	

FIGURE 7.—Signature card.

master Corps and officers assigned thereto are required to give bond. For practical purposes all disbursing officers, other than military attachés, may be considered as assigned to or detailed in the Finance Department (or in some cases the Quartermaster Corps, where Finance Department officer is not available). The amount of the deputy's bond, if commissioned, is based on his grade, as in paragraph 115.1. If a civilian, the amount will be \$5,000.00. If the deputy is a commissioned officer, the bond is executed on W. D., F. D. Form No. 20 (fig. 6) as in the case of the disbursing officer in paragraph 115.1. In addition to the bond to be given by the deputy, the bond of the disbursing officer must be extended by a stipulation and consent agreement to cover the acts of the deputy, W. D., F. D. Form No. 20b

## MISSION AND ORGANIZATION

115.2

(Stipulation and Consent Agreement) (fig. 9) is used to extend the disbursing officer's bond to cover the acts of the deputy disbursing

Form 6518  
TREASURY DEPARTMENT  
U. S. TREASURER'S OFFICE—ACCOUNTING DIVISION

## SPECIMEN SIGNATURES

J. F. Doe

J. F. Doe

J. F. Doe

J. F. Doe

J. F. Doe

J. F. Doe

J. F. Doe

J. F. Doe

Please submit heron  
specimens of your official  
signature as it will ap-  
pear on checks drawn on  
your account with the  
Treasurer of the United  
States.

Omit your official title  
on this sheet.

A legible signature is  
very desirable.

Signatures on checks  
should conform closely  
to these specimens.

The Treasurer of the  
United States should be  
advised if a change in  
form of signature is con-  
templated.

If desired, initials may  
be used for Christian  
names.

Checks should be  
signed with an ink fur-  
nished or approved by  
the Government.

## SPECIMEN SIGNATURES

J. F. Doe

J. F. Doe

J. F. Doe

J. F. Doe

J. F. Doe

J. F. Doe

J. F. Doe

J. F. Doe

When the signagraph is used, submit additional specimen signatures on blank sheets.

U. S. GOVERNMENT PRINTING OFFICE 16-16184

FIGURE 8.—Specimen signatures sheet.

officer designated and appointed on W. D., F. D. Form No. 20c (Designation and Appointment as Deputy Disbursing Officer) (fig.

## 115.2 ORGANIZATION AND OPERATION OF DISBURSING OFFICES

WAR DEPARTMENT  
Finance Department  
Form No. 20b  
Approved March 9, 1932

## STIPULATION AND CONSENT AGREEMENT

WHEREAS, On \_\_\_\_\_,  
hereinafter called the Principal, was constituted and appointed Finance Officer at  
\_\_\_\_\_, and

WHEREAS, The said Principal did on \_\_\_\_\_, pursuant to the  
authority granted by the Act of Congress, approved July 3, 1926, 44 Stat. 886,  
TITLE 31, U.S.C., Sec. 103a, and with the approval of Secretary of War, the  
said Secretary of War being of the opinion that the exigencies of the service

so require, designate and appoint \_\_\_\_\_, hereinafter  
called the Deputy, to act as his deputy for the purpose of making disbursements  
as his agent, signing checks drawn against his disbursing accounts with the  
Treasurer of the United States, and discharging all other duties required accord-  
ing to law or regulation to be performed by him; and

WHEREAS, On \_\_\_\_\_, the said Principal executed to the  
United States of America a bond in the penal sum of \_\_\_\_\_  
dollars on which the \_\_\_\_\_, was, and is  
hereinafter called the Surety, said bond having been approved by the Secretary  
of War on \_\_\_\_\_

NOW, THEREFORE, Know all Men by These Presents: That the said Principal and  
Surety in the aforesaid bond, hereby consent and agree to be and remain liable  
and bound on said bond for acts performed or to be done and performed by the  
said Deputy, under such designation, appointment and authorization, as fully  
and to the same extent as if such acts had been done and performed by the said  
Principal. And the said Surety specifically consents to the said appointment  
by virtue of the Act of July 3, 1926, 44 Stat. 886, Title 31, U.S.C., Sec. 103a.

IN WITNESS WHEREOF, the said Principal has executed this stipulation and  
Consent Agreement and affixed his seal hereto, and the said Surety has by its  
duly authorized officers executed the same and caused its corporate seal to be  
affixed hereto this \_\_\_\_\_ day of \_\_\_\_\_

WITNESSES TO SIGNATURE OF PRINCIPAL OBLIGOR.

Walter Cary  
Sam Carr

John F. Doe (Seal)  
Principal Obligor.

ATTEST:

Surety

By: \_\_\_\_\_

TO BE FILLED IN BY  
BOND COMPANY

FIGURE 9.—Stipulation and Consent Agreement.

## MISSION AND ORGANIZATION

115.2

WAR DEPARTMENT  
Finance Department  
Form No. 500  
Approved 10-5-36

G.O.P. FORM 10

## DESIGNATION AND APPOINTMENT AS DEPUTY DISBURSING OFFICER

Fort Blank, Ind.

November 8, 1942

The Chief of Finance  
Washington, D. C.

In order that the best interests of the Government may be conserved in the transaction of official business pertaining to the Finance Department at this station, involving the disbursement of public funds, and pursuant to the authority contained in an Act of Congress approved July 3, 1926, 44 Stat. 888, Title 31, U.S.C. Sec. 103a, I do hereby appoint 1st Lieut. Joe S. Walker as my deputy for the purpose of having him make disbursements as my Agent, and discharge all duties required by law and regulation to be performed by me as a disbursing officer, and especially to sign in my name (countersigning in his name) checks drawn upon funds standing to my official credit with the Treasurer of the United States, such signature and counter signature to be in form as follows:

J. F. Doe

By:

Joe S. Walker  
Deputy

J. F. Doe, Maj: 70  
Name and Rank of Finance Officer.

To The Secretary of War, Washington, D. C., 194

Due to the exigencies of the Service existing at \_\_\_\_\_ the designation and appointment of a Deputy Disbursing Officer at that Station has, upon due investigation, been found to be warranted, and under the authority granted by an Act of Congress, approved July 3, 1926, 44 Stat. 888, Title 31, U.S.C. Sec. 103a, \_\_\_\_\_ has designated and appointed

\_\_\_\_\_ as his deputy with authority to make disbursements as his agent and discharge all duties required by law and regulation to be performed by him and especially to sign checks in his name drawn upon funds standing to his official credit on the books of the Treasurer of the United States. The requirement of the Act "That every deputy so designated for a disbursing officer who is bonded, shall if not already under bond, give bond\*\*\*\*", has been complied with.

\_\_\_\_\_ gave bond to the United States in the penal sum of \_\_\_\_\_, said bond having been executed by the

\_\_\_\_\_ on \_\_\_\_\_ and approved by the

Secretary of War on \_\_\_\_\_. The aforesaid bond is now in full force and effect. The approval of the said designation and appointment is recommended.

Major General,  
Chief of Finance, U.S.A.

To the Chief of Finance, Washington, D. C., 194

The designation and appointment of \_\_\_\_\_

to act as Deputy Disbursing Officer of \_\_\_\_\_ by reason of the exigencies of the service is hereby approved.

Secretary of War.

FIGURE 10.—Designation and Appointment as Deputy Disbursing Officer.

TO BE FILLED IN BY OFFICE CHIEF OF FINANCE

10). Deputies must be bonded by the same surety as the principal, as this is the only way in which it is possible to secure an extension of the disbursing officer's bond to cover the acts of the deputy. The interests of the Government are not properly served if two surety companies are involved in the case of disputes as to which one is liable. The procedure as to the securing of the necessary blank forms as well as their accomplishment and submission is provided in paragraph 115.1. (AR 35-340; F. C. B.-14.)

**115.3. Enlisted men or civilian clerks.**—Enlisted men or civilian clerks designated as cashiers are required to be bonded, irrespective of whether the disbursing officer has given bond. The amounts of their bonds are fixed by the Chief of Finance, acting for and by authority of the Secretary of War. The customary amount of these bonds is \$3,500.00, due to the fact that the rate is \$1.35 per thousand and the minimum annual premium is \$5.00. However, the amount of the bond must never be less than the maximum amount of funds to be entrusted at any given time. These bonds are executed on W. D., F. D. Form No. 41 (Official (or Surety) Bond of Enlisted Men and Civilian Employees, War Department). The procedure as to the securing of the necessary blank forms as well as their accomplishment and submission is provided in paragraph 115.1. Bonds given by enlisted men and civilian clerks are so conditioned that they remain in force notwithstanding changes of disbursing officers for whom they act. However, the protection afforded by the bond during the incumbency of the incoming disbursing officer does not always amount to the full extent of the penalty. Depletions may have occurred by application of prior liability against the bond. It is also possible that a liability which occurred during a period prior to the change of disbursing officers already existed under the bond but had not been disclosed up to the time of the change, thus diminishing the apparent amount of protection afforded. In either case, the amount collectible under such bond for possible future claims is minimized accordingly. Whenever a change in disbursing officers necessitates the redesignation and appointment of an assistant, the incoming disbursing officer may require the assistant to give a new bond and may submit such a recommendation to the Chief of Finance. In such cases, upon approval of a new bond for an assistant, the surety adjusts the unearned premium for application on the premium of the new bond. Normally a recommendation of this nature will not be made if the incoming disbursing officer's assignment as such is for a temporary period, or if the assistant's current bond has been in force for a period of less than 6 months. (AR 35-220; F. C. B.-7.)



**115.4. Stipulation and consent agreement.**—Any disbursing officer who has given bond and employs either a deputy or cashier must execute a stipulation and consent agreement. This has the effect of making the disbursing officer's bond cover the acts of the deputy and cashier. In the case of a deputy the form is W. D., F. D. Form No. 20b (fig. 9) and in the case of the enlisted or civilian cashier the form used is W. D., F. D. Form No. 42 (Stipulation and Consent Agreement (Assistant to Finance Officer)). A signed and witnessed blank form should go forward with the application for appointment of either a deputy or cashier. Blank forms are furnished by the appropriate service command finance officer or the Chief of Finance with other necessary forms. A supply of necessary forms should be maintained by the finance officer. (AR 35-340.)

**115.5. Renewal of bond.**

(1) *Every 4 years or oftener.*—All disbursing officers are required by law to renew their bonds every 4 years after their effective dates and must take timely action to insure such renewal at the expiration of the 4-year period. This requirement may be waived under the authority of the Secretary of War for a period not in excess of 90 days after such fourth anniversary date of the official bond when the disbursing officer has official notification of the assignment of a successor to his disbursing duties.

(2) *Separate accounting to be established under renewal bond.*—As the accounts of a bonded disbursing officer must be kept separately under each bond, the officer is required to close out his account under his old bond. This is usually arranged for by the Chief of Finance to be effective at the end of a regular accounting period to obviate the necessity of twice closing accounts in the same period. Upon procuring a new working fund or returning funds temporarily transferred under the old bond, the officer resumes his disbursing duties the following day under his new bond. This method serves definitely to fix the liability of the duties under the respective bonds. In its periodical settlements, the General Accounting Office groups in its statements of differences all unadjusted exceptions arising during the period of a particular bond, notwithstanding any changes of station of the disbursing officer during the period. Thus a single statement of differences may include exceptions concerning disbursements made at two or more stations. The ensuing difficulties are obvious. Such situations may readily be avoided by the simple expedient of eliminating the old bond and furnishing a new one. This procedure avoids any intermingling of the accounts of two or more stations, and

## 115.6 ORGANIZATION AND OPERATION OF DISBURSING OFFICES

should be followed whenever relatively large disbursing accounts are involved.

(3) *Existing bond to continue on promotion.*—A disbursing officer under bond in the penal sum of \$5,000.00 at the time of his promotion to the grade of captain or above (the penal sum of which grade calls for \$10,000.00) will continue under his existing bond until relieved from such disbursing duty or until required to give a new bond at the expiration of the 4-year period provided by (1) above. (AR 35-220.)

**115.6. Extent of liability of defaulter.**—Collection by the Government on a bond does not relieve the person bonded of personal liability for the amount collected under the bond as sureties have a right of claim subrogated to them by the Government against the defaulter.

**116. Application for disbursing symbol number.**—Immediately upon detail to disbursing duty for the first time, and without awaiting receipt of notification of the approval of his bond, a disbursing officer should request the Treasurer of the United States, through the Chief of Finance, to assign him a disbursing symbol number. The symbol number is for use by active depository banks in listing paid checks, and by the Treasurer of the United States in tabulating the amount of paid checks for charge to the proper account. A disbursing officer may not issue any check on the Treasurer of the United States until he has ascertained his individual symbol number, which will be printed, stamped, or written in the lower right-hand corner of each check. A disbursing officer will retain the same symbol number as long as he remains in the service, without reference to his official bond or bonds. The absence of the proper symbol number on a check in connection with the signature of the disbursing officer would be sufficient reason for refusing payment thereon. (AR 35-540; F. C. B-1.)

**117. Submission of signature card and sheet.**

**117.1. To Treasurer of the United States.**—Prior to entering on disbursing duty, the disbursing officer must furnish his official signature to the Treasurer of the United States. This is accomplished by properly filling out Treasury Department Form No. 5583 (Signature Card) (fig. 7) and T. D. Form No. 6513 (Specimen Signatures) (fig. 8). The signature on the card form must be verified by an officer whose signature is known to the Treasurer. These forms are inclosed with the signed and witnessed blank bond submitted as prescribed in paragraph 115.

**117.2 To other depositary.**—If checks are drawn on a depositary other than the Treasurer of the United States, the disbursing officer's official signature, duly verified by some officer whose signature is known, must be furnished to such depositary. This will be accomplished by utilizing the forms referred to in paragraph 115.1. (AR 35-560.)

**118. Supply of blank checks.**

**118.1. By normal requisition.**—Blank checks on the Treasurer of the United States for use by disbursing officers are issued by the Division of Printing, Treasury Department. Disbursing officers may use only checks issued by the Treasury Department when drawing on the Treasurer of the United States. Not more than an estimated 6 months' supply should be requisitioned at any one time, and under present abnormal conditions at least 3 months should be allowed for printing and delivery. The serial numbers of checks ordered must not conflict with the serial numbers used during the current and next preceding fiscal years. As disbursing officers frequently change stations on short notice, it is advisable for reasons of economy and efficiency not to accumulate an excess supply of blank checks. When a disbursing officer does change his station and there is a large supply of blank checks on hand, it becomes necessary to change the symbol number on them so that they may be used by the succeeding disbursing officer. As a matter of expediency it is sometimes necessary for the departing officer to take the unused checks with him, in which case he must change the name of the station appearing on them. The station of the disbursing officer printed at the head of each check may be changed only once, while the symbol number on checks may be changed more than once, provided the checks are not mutilated or so altered thereby as to become illegible in any particular; the need for changing the symbol number more than twice should rarely occur. Treasury Department Form No. 1231 (Requisition for Disbursing Officers' Checks) (fig. 11) accompanied by a specimen check (if available) will be forwarded in duplicate through the Chief of Finance by letter of transmittal containing the following information:

(1) *Quantity and serial numbers of blank checks on hand.*—In furnishing the serial numbers, only the first and last number of each block of checks need be given.

(2) *Quantity of blank checks used during past 6 months.*—If there has been a change of disbursing officers during the period involved, the quantity will include the number used by predecessors during the 6 months' period. Checks may be obtained, either bound in book form with stub sheets, five checks to a sheet, and numbered from bottom to



top, or loose in wrappers (either 200, 300, or 500 sheets to a wrapper), numbered from top to bottom. Disbursing officers will find that checks are most easily processed through their check writing sections if they are requisitioned five checks to a sheet, loose in wrappers and numbered from top to bottom. Checks in book form with stub sheets can be obtained only in case of an emergency. All checks are numbered serially. These serial numbers will not be changed except when used in the preparation of duplicate checks as provided in paragraph 315.2. Loose checks are intended for use with the typewriter and no stubs for them are furnished by the Treasury Department. (AR 35-520; AR 35-540; F. C. B-8.)

**118.2. Check copy.**—Whenever not less than 5,000 checks are requisitioned W. D., F. D. Forms Nos. 48 and 48a (Check Copy) will be requisitioned in the required amount bearing corresponding check numbers and space for symbol numbers. Forms Nos. 48 and 48a are used for the purpose of providing copies of checks drawn by the disbursing officer for his retained records and for the General Accounting Office, respectively. (AR 35-520.)

**118.3. By transfer from another disbursing officer.**—When a disbursing officer is succeeded by another, the officer being relieved will as a general rule transfer his unused checks to his successor. The successor will strike out the disbursing symbol number and insert his own. It is the desire of the Treasury Department that waste of checks be prevented, but this cannot be accomplished at the expense of alteration and mutilation. Extreme care must be taken to insure that the serial numbers will not conflict with serial numbers used during the current and next preceding fiscal years, as repetition of serial numbers during that period is prohibited. Whenever an officer is ordered to disbursing duty or to change of station he should immediately communicate with the officer he is to relieve and make arrangements for the utilization of all usable checks before a requisition is submitted. All transfers of checks must be reported to the Treasurer of the United States as soon as accomplished. The reports will specify details with respect to disbursing symbol, serial numbers, names, and dates, in order that the record of checks issued may be corrected. A copy of this report will be furnished the Chief of Finance by transferring officer. A disbursing officer receiving a supply of checks will receipt for them and a copy of the receipt will be forwarded to the General Accounting Office, Check Section, by the disbursing officer making the transfer. (F. C. B-8.)

**118.4. Unusable checks returned for credit.**—Report of all blank checks which cannot be used or turned over to another disbursing

officer will be made to the Chief of Finance with the request for authority to return such checks to the Division of Printing, Treasury Department, for credit. The report will fully describe the checks and give the reasons why they cannot be used. Copies of the letter transmitting such checks to the Treasury Department will be furnished the General Accounting Office, Check Section, and the Chief of Finance. (F. C. B-8.)

**118.5. Cancellation of unfilled requisitions when relieved from disbursing duty.**—When an officer is relieved entirely from disbursing duty he will, after communication with his successor, take immediate steps to cancel unfilled requisitions for blank checks which may have been placed with the Treasury Department and which cannot be used by his successor. Request for cancellation must be sent to the Chief of Finance for handling with the Treasury. (F. C. B-8.)

**118.6. Emergency supply maintained by the Chief of Finance.**—The Chief of Finance maintains an emergency reserve of Treasury checks and check copies (par. 118.2), available for transfer to disbursing officers in cases of emergency, until checks can be received in the normal manner. This reserve is for use in emergency only and not as a regular source of supply. Requests for an emergency supply should state the number required and the approximate date the supply will be necessary. The date of the request should be far enough in advance to allow if possible 2 days in addition to the regular mailing time from Washington to the point of destination. (F. B. 98, 1942.)

**119. Authority to keep cash on hand.**

**119.1. Applications.**—Application from a disbursing officer for himself or his agents to keep cash on hand, at his own risk, must be submitted through the service commander to the Chief of Finance. Each application will show for each station the total amount disbursed and the average amount of cash disbursed per month, distance to the nearest depository, and a brief statement as to the necessity therefor. (AR 35-140.)

**119.2. By whom authorized.**—Any disbursing officer granted special authority by the Secretary of the Treasury may keep the amount of cash so authorized at his own risk. Disbursing officers, specially authorized by the Secretary of War, who are located at places where they cannot habitually visit a depository in person may keep funds on hand at their own risk to make disbursements. This authority is usually granted to the station rather than the individual disbursing officer, thus allowing the authority to continue in force without interruption on change of disbursing officers at a particular sta-

tion. The Secretary of the Treasury has delegated the issuance of authority to hold cash on hand entirely to the Secretary of War or such officers as he may direct for the duration and 6 months thereafter. Amended regulations are in process of being issued. (AR 35-140.)

### 120. Working fund.

120.1. **Estimate of requirements.**—When making requests for a working fund, disbursing officers should estimate the amount of payments they will be required to make. This will enable them to determine approximately the amount of funds needed for disbursement for the period for which the estimate was made. This procedure should

JFD-JRB

HEADQUARTERS  
FORT BLANK, INDIANA  
Office of the Finance Officer

March 1, 1942

In reply refer to:

123.8

Subject: Request for Funds.

To : Chief of Finance, Washington, D. C.

1. Request that the sum of \$100,000.00, "Army Account of Advances," be placed to my credit, as follows:

With Treasurer of the United States—

Symbol No. 210680

\$100,000.00

2. My bond of February 20, 1942 was approved February 25, 1942.

J. F. Doe,  
Major, Finance Department.

FIGURE 12.—Model letter for request for funds.

be followed only for the month in which an officer enters on disbursing duty, unless in succeeding months conditions greatly increase or decrease the amount usually requested. This estimate should be sufficient to take care of disbursements for the first half of the following month as the replenishment of such working funds usually is not consummated until shortly after the 10th proximo. A new procedure is on trial and appears to be working out exceptionally well. Funds are replaced in the continental United States based on the prior month's instead of the current month's report of expenditures and request for funds. Thus they are made available on approximately the first day



of the month whereas under the old procedure the warrants were not received in numerous cases until the later part of the month.

**120.2. Routine requests.**—Requests for funds may be initiated in two ways. The working fund will be obtained or replenished either by letter of request submitted to the Chief of Finance; or by the submission of W. D., F. D. Form No. 27 (Recapitulation of Expenditures and Request for Funds). The first method is prescribed only for the first month in which an officer enters on disbursing duty, and then only when Form No. 27 has not been submitted by the disbursing officer's predecessor or in case of emergency. (The letter of request submitted to the Chief of Finance will be in form substantially as shown in fig. 12.) Upon receipt of this letter or Form No. 27, as the case may be, the Chief of Finance will request the Treasurer of the United States to place the requisite funds to the credit of the disbursing officer and to

**TREASURY DEPARTMENT**  
OFFICE OF THE TREASURER OF THE UNITED STATES  
DIVISION OF GENERAL ACCOUNTS

No. 217073

Washington, D. C., August 30, 1942

*I hereby certify that the amount of the warrant described below has this day been credited to the disbursing account of the officer named, subject only to his official check:*

REQUISITION		SYMBOL		WARRANT		
NO.	NO.	CLASS	NO.	DATE	AMOUNT	
8764	210680	War	768	August 29, 1942	\$100,000.00	

J. F. Doe  
Major, WD  
Fort Blank, Ind.

W. A. JULIAN,  
Treasurer of the U. S.

Chief, Warrent and Check Section.

U. S. GOVERNMENT PRINTING OFFICE 16-50008

FIGURE 13.—War Warrant.

issue a T. D. Form No. 5254-A (War Warrant) (fig. 13) covering the same. Upon receipt by the disbursing officer of the War Warrant, the funds are available for disbursement by him. (F. C. B-1.)

**120.3. Emergency requests.**—In making requests for advance of funds, time factors will be given full consideration by disbursing officers, to the end that special requisitions and requests by radio or telegraph be reduced to a minimum. If it is necessary to make emergency requests for funds, the form of letter shown in figure 12 will be used or if the request is made by radio or telegraph, substantially the same information will be furnished. (F. C. B-1; F. C. B-6.)

**120.4. Exempted from submission.**—Disbursing officers in Hawaiian, Panama Canal, and Puerto Rican Departments, and such others as may be so instructed by the Chief of Finance, will make timely radio requests for funds in lieu of W. D., F. D. Form No. 27 to meet their needs each month, or, if practicable, arrange in advance for

automatic advances, in stated amounts, taking care to avoid accumulation of excessive working funds. (F. C. B-6.)

**120.5. Disbursing officers ordered abroad.**—As adequate facilities are available abroad for the conversion of United States currency to foreign exchange, and in order to avoid violation of secrecy as to sailings, individuals receiving orders directing their transfer to destinations outside the continental United States will not obtain foreign exchange prior to embarkation. (Cir. No. 222, W. D., 1942.)



## CHAPTER 2

TECHNICAL DUTIES OF ACCOUNTABLE DISBURSING  
OFFICER AND STAFF

## SECTION I

## DISBURSING OFFICERS AND ASSISTANTS

**201. Advisory capacity in fiscal matters.**—A disbursing officer and his commissioned assistants are members of the staff of the post, camp, or station commander, or the commander of a division, task force, base command, etc., as the case may be. They act as advisors, are charged with and are responsible to the commanding officer for the proper administration of all finance and accounting matters under his control pertaining to the Finance Department. (AR 35-5.)

**202. Supervision and control of subordinates.**

**202.1. Distribution of commissioned assistants.**—In the larger disbursing offices it is impossible for the disbursing officer personally to supervise all the activities of the office. Where only one assistant is assigned, it is advisable to have him situated in proximity to the finance officer's desk. Where an additional assistant is available, he should be assigned administrative duties with the most important branch in the office, which may be the pay and allowance branch. Care should be taken that this officer does not assume the detailed work normally performed by the principal clerk but that he be charged with the broad phases of policy and problems of a highly technical nature arising within the branch. All general questions will be referred to the disbursing officer. All individual accounts which present unusual questions should likewise be referred to him by the commissioned assistant in charge of the particular activity.

**202.2. Relation of branch heads to chief clerk.**—The principal clerk of each branch is directly responsible to the chief clerk. Any problems which might arise in a particular section should be referred by the branch head to the chief clerk, who in turn will take it up with the disbursing officer, if necessary.

**202.3. Shift of personnel for peak loads.**—In a large office it should be the aim of the disbursing officer to ascertain from day to

day the progress of the work in each branch of his office. Therefore, it is suggested that once each day a report be prepared showing, with respect to each branch (or section) the number of vouchers received, the number paid, and the remainder on hand unpaid. By this means, it is possible for the disbursing officer intelligently to shift personnel from branch to branch as required. In some branches, peak loads occur on practically fixed monthly or semimonthly cycles. In such cases a program calling for periodic shifts should be routine, and the permanent assignment to such sections of personnel adequate to cope with these periodical peak loads would not be justified. In the average post finance office this report may be dispensed with, due regard at the same time being given to the shift of personnel during the fixed periods of demand loads which necessarily occur in practically all disbursing offices. Obviously, this report, in order to serve its purpose, must reach the disbursing officer's desk about an hour before closing time each day in order that any shift to supplement the routine procedure may be put in operation the following morning. This arrangement will also permit the disbursing officer to consult the branch chiefs involved as to the advisability of such shifts.

### **203. Instruction of personnel.**

**203.1. Intraoffice methods.**—As previously stated in paragraph 107.3 where an office is being newly organized or rapidly expanding, good management requires that provision be made for practical instructions to the inexperienced personnel. This can be accomplished by either of two methods: by actual individual instruction being imparted by the experienced clerks on the usual routine work passing over their particular desks, or by group instruction given to a number of clerks at one time in the particular line of work to which they are to be assigned. It is believed that the latter method, if sufficient time can be spared to put it into effect, produces better results.

**203.2. Improved methods in operations to be encouraged.**—It should be made known that all practicable suggestions toward improvement in the conduct of a disbursing office will be encouraged and be given due consideration through the heads of the various branches.

### **204. Receipt of public funds.**

**204.1. When receipt given.**—A disbursing officer (or agent if duly authorized to receipt for and in the name of his disbursing officer) will give a receipt for public money in the following cases only, and in no other cases:

- (1) For the transfer of money when the transfer is of cash.
- (2) For the money of a deceased enlisted man, deserter, or an escaped military prisoner.

(3) For a stoppage authorized by the Secretary of War for which the Chief of Finance may direct a receipt to be given.

(4) For a refundment made by an officer on account of an overpayment made by a disbursing officer.

(5) When an accountable officer intrusts public moneys to an agent officer, the latter will give the accountable officer a receipt whether the money is turned over in cash or by check for cash.

(6) When funds are received from sales or other collecting officers. (AR 35-160.)

(7) In any other case of refundment to the United States, not covered by (1) to (6) above, where the issuance of a receipt is not barred by statutes or regulations.

**204.2. Receipts in blank prohibited.**—The giving or taking of a receipt for public money in blank is prohibited. (AR 35-160.)

**204.3. Utilization in disbursing.**—Public funds (cash) not subject to disbursement, coming into the hands of disbursing officers from sales or other sources and charged in their official accounts, except receipts to be credited to river and harbor and flood-control appropriations, retirement deductions, and Class A pay reservation (for purchase of War Bonds) may be used by them as required for current expenditures. However, the amounts retained must be within the limit of cash he is authorized to keep on hand at his own risk. Necessary adjustments will be made in the disbursing account at the end of each month or accounting period by drawing a check for cash in the exact amount of cash receipts so used and depositing same to the official credit of the disbursing officer in lieu of cash receipts that would otherwise have been deposited as received. This procedure is necessary in order that the collection cash account (see ch. 4) may be in balance. (Bull. No. 30, W. D., 1942; F. C. B-2; 14 Comp. Gen. 940.)

**204.4. Daily deposit of all negotiable paper.**—The Uniform Negotiable Instruments Law, which has been enacted by nearly all of the States, provides that a check must be presented for payment within a reasonable time after its issue. The courts have quite generally held that a "reasonable time" reaches only to the close of the next business day following the day on which checks are received. If any disbursing officer receiving a check fails to place it in process of collection within a reasonable time as defined above, and the bank on which the check is drawn becomes insolvent, the drawer of the check may be relieved of any further obligation and the loss may fall on the disbursing officer. However, if there be no unreasonable delay

and the bank should fail before presentment of the check, the loss would fall on the drawer. (F. C. B-3.)

**205. Timely requisition for public funds.**—In making requests for advances of funds, time factors will be given full consideration by disbursing officers in order that requests by radio or telegraph be reduced to a minimum. Ordinarily 5 days elapse from the time a requisition for advance of funds is drawn by the Chief of Finance until the warrant is issued by the Treasurer of the United States, and countersigned by the Comptroller General of the United States. To this period should be added the time required for the request to reach the office of the Chief of Finance, and the time required to transmit the warrant through the mails to the disbursing officer. (F. C. B-1.)

**206. Disbursement of public funds.**

**206.1. Recognition of procuring instruments.**—Disbursing officers will recognize contracts, calls on contractors, delivery orders, purchase orders, civilian pay rolls, bills of lading, transportation requests, and other procuring instruments which bear allotment numbers and a statement from the procuring officer that the allotment quoted has a sufficient balance to cover the amount of the voucher, etc. (AR 35-840.)

**206.2. Conformity with laws, regulations, and decisions.**—Scrupulous care in making disbursements will be exercised by disbursing officers to the end that all laws, regulations, and decisions of accounting officers pertaining to the disbursement of public funds are strictly observed. Disbursing officers are not responsible for the correctness of statements of fact appearing on pay rolls or vouchers of which they can have no knowledge, but which are certified to by the proper administrative officers. They are, however, responsible for the correct application of laws and regulations to the statement of facts certified, and for the sufficiency of the facts stated. (AR 35-120; 35-180.)

**206.3. Receipts for all cash payments.**—Disbursing officers are cautioned that certificates may not be substituted for signed receipts on the voucher required to establish the fact of payment to the person legally entitled to receive it. A disbursing officer is entitled to credit for legal payments only upon evidence of the receipt in the prescribed form by the creditor of the United States of the amount of the claimed payment. (15 Comp. Gen. 371.)

**206.4. Prohibition on cashing checks.**—Provisions of law prohibit the exchange of Government funds by any disbursing officer or agent of the War Department for either Government checks drawn by



disbursing officers or personal checks of officers, warrant officers, and others. (RS 3651.)

**207. Liaison with purchasing and contracting officers.—**

Disbursing officers will find that it will be very helpful to themselves as well as to contracting officers if they assist these officers in every way possible. This can be done by courteous cooperation with the office force of the purchasing and receiving branches concerned looking toward the prompt submission in proper order of all papers needed to support various types of payments. Such assistance will tend to expedite payments to contractors, thereby establishing a favorable reputation for the office.

**208. Prompt and regular payment of troops.**

**208.1. Coordination with personnel officers.—**Regulations require that troops be paid at the end of each month or at such times as the service command, army, air force, base, defense command, task force, theater of operations, and other similar commanders may direct, but not later than the 15th day of the following month. In order that this requirement be fulfilled, it is essential that disbursing officers cooperate with personnel officers and give them any assistance possible that would aid them in correctly preparing pay rolls. Regulations require the submission of pay rolls not later than the 25th of the month. If none of the pay rolls was submitted before that date the finance office would have difficulty in completing all computations, change lists, etc., in order to have all pay rolls in readiness for payment by the last day of the month. By mutual arrangement with the personnel officers, it can usually be arranged to have at least a part of the pay rolls submitted well in advance, so as to allow a longer period for making computations in the finance office. Such arrangement should serve to lessen the pressure of processing the rolls for payment and the attending errors that occur too frequently under such conditions. This is particularly true under war conditions, as the unprecedented expansion must saddle many inexperienced clerks in both the personnel and disbursing offices. (AR 35-2320.)

**208.2. Working agreement with local depository.—**When cash is required for the payment of troops or civilian pay rolls, ample notice in advance should be given to the bank from which funds in considerable amount are to be drawn in order that the bank may have opportunity to obtain them. This notice varies from 24 to 48 hours and is another consideration with respect to the time element for computing pay rolls as discussed above. Individual disbursing officers should have an agreement with their depositories that will fit their own particular needs for the procurement of cash for disbursements.

Where sufficient cash is not obtainable from a nearby depository and the Federal Reserve Bank or branch thereof is so distant that personal contact can not be expeditiously made with the latter, disbursing officers may, with the approval of the Chief of Finance, make arrangements with such Federal Reserve Bank or branch for shipment of the funds by registered (uninsured) mail. (Cir. No. 18, W. D., 1941.)

**208.3. Report of noncompliance.**—In the event circumstances prevent the payment of troops as required in paragraph 208.1, the disbursing officer charged with the payment will promptly report the fact of nonpayment and the reason therefor to the Chief of Finance, through the proper administrative finance officer. (AR 35-2320.)

**209. Responsibility for maintenance of records.**

**209.1. Current accounts.**—A complete and adequate file of all retained vouchers is obviously a necessity in every disbursing office. As the General Accounting Office requires from 6 to 9 months from the date of the accounts to complete its final audit, it is necessary to have the retained copies of vouchers readily accessible. Thereafter, the need for ready reference is so negligible they can be given more permanent storage. Numerous inquiries are received concerning vouchers which have been paid. Probably more than 99 percent of the correspondence in the typical disbursing office relates to particular accounts or to particular vouchers and has no other value as a precedent in the future operation of the office. It should logically be filed with the voucher or account to which it pertains.

**209.2. Accounts of predecessor.**—As disbursing officers are charged with the custody of the retained records of their predecessors, they should exercise the same care in the protection and maintenance of these records as if they were their own. (F. C. B-17.)

**209.3. Disposition of retained records.**—The disposition of retained records of disbursing officers varies according to the type of disbursing office and to other circumstances. The following instructions will govern in most instances:

(1) *General.*—If a disbursing officer is relieved from disbursing duty, he will leave his retained money accounts at the station in custody of his successor. (F. C. B-1.)

(2) *Tactical units.*—The retained money account records of finance officers of tactical organizations, while serving in the United States, will be retained by such finance officers for a period of 1 month after the close of the accounting period and will then be forwarded to the Finance Officer, Central Retained Accounts Office, 36 South Pennsylvania Street, Indianapolis, Indiana. At the time of shipment, the shipping officer will advise the Chief of Finance of accounts shipped,

giving the name of the finance officer concerned and the period of the accounts. Copies of this report will be furnished to the General Accounting Office, Audit Division, and to the Finance Officer, Central Retained Accounts Office. Retained check copies, statements, or lists of outstanding checks and any other data pertaining to the depositary account that the disbursing officer may need in order to prepare readily a closing statement of his account, will not be forwarded. However, if checks have been paid and audited by the Inspector General or transferred to "Outstanding Liabilities," the retained copies of such checks and depositary statements pertaining thereto will be forwarded as indicated above. Where shipping conditions permit, finance officers of tactical organizations and task forces serving overseas, may follow this same procedure. (F. C. B-1.)

(3) *Closing out office.*—Upon the closing of a disbursing office at any post, camp, or station, the retained money accounts pertaining thereto will be shipped to a disbursing office designated by the commanding general of the service command or department within the territorial limits of which the office being closed is located, and the Chief of Finance will be advised of their disposition. In case other action is desired, application will be made to the Chief of Finance.

## **210. Submission of accounts.**

**210.1. Daily and periodic.**—Disbursing officers may submit their accounts to the Chief of Finance on a daily, weekly, or monthly basis, depending on their geographical location. Those located within the continental United States are required to submit their accounts daily. Disbursing officers of the Alaskan Defense Command, Canal Zone, Puerto Rico, and the Western Hemisphere basis will submit their accounts on a weekly instead of a daily basis to conform with the transportation facilities of the area. The accounts of disbursing officers of the Hawaiian Department will be submitted monthly until such time as transportation facilities render weekly submission feasible. All other disbursing officers will forward their accounts monthly.

**210.2. Last report for month.**—Disbursing officers located in the continental United States will forward the last report for the month in sufficient time to reach the Chief of Finance not later than the 5th day of the following month. Disbursing officers of the Alaskan Defense Command, Canal Zone, Puerto Rico, and Western Hemisphere bases will forward the last report of the month without delay. Disbursing officers of the Hawaiian Department will forward their accounts immediately after the close of the month and all other disbursing officers will forward theirs as expeditiously as possible.

## **211. Safeguarding of funds.**

## 211.1 ORGANIZATION AND OPERATION OF DISBURSING OFFICES

**211.1. Joint responsibility of commanding officer.**—Each post, camp, or station commander is required to furnish, upon the request of the disbursing officer or local postal authorities, adequate military guard to protect Government funds while they are being transported from a local depository, Federal Reserve, or Federal Reserve branch bank, or the post office, to post, camp, or station, as well as during the time such money is otherwise transported or is necessarily held in the disbursing officer's custody before disbursement. (Cir. No. 18, W. D., 1941.)

**211.2. Funds intrusted to cashier.**—The cashier is required to be bonded in a penal sum approximating the amount intrusted to him at any one time. Should the day's transactions show more cash receipts than disbursements the amount intrusted to the cashier at the close of any day should be brought within the amount of his bond. A daily reconciliation of the cashier's account is essential, in fact, mandatory, under Army Regulations.

It is essential that there be a complete, yet simple, record of all transactions between the disbursing officer and the cashier, so that the records will, at all times, reflect the precise amount of cash for which the cashier is responsible and at the same time the balance of cash in the custody of the disbursing officer or his deputy. The use of a simple cash blotter is suggested to meet these requirements. A suggested form is produced in appendix III. This cash blotter should be kept in the personal custody of the disbursing officer or his deputy and a similar one should be kept by the cashier. When funds are advanced to the cashier, the cashier receipts for the amount intrusted to him as shown in the disbursing officer's cash blotter. When funds or paid vouchers are returned to the disbursing officer, he, likewise, receipts therefor on the cash blotter of the cashier. At least once each day the two accounts are reconciled, the disbursing officer and cashier each initialing the cash blotter of the other. It is believed that this system represents about the minimum of accounting, consistent with the safeguarding of funds, and the maintenance of a record of the respective responsibilities of the disbursing officer and the cashier. (F. C. B-7.)

**211.3. Combination of office safes.**

(1) *Safeguarding.*—When the disbursing officer and/or deputy or cashier each have cash in their possession, it is essential that each be provided with a separate and secure depository. Entirely separate safes are preferable. If that be impracticable, separate locked compartments in one safe should be provided. In the latter case, the combination to the outer door should be known only by the disbursing

officer. Precautions should be taken that the combination will not be available to unauthorized persons.

(2) *Periodic change*.—The combination should be changed periodically to eliminate further the possibility of it becoming known to unauthorized persons. (F. C. B-1.)

(3) *Instructions for changing*.—All future deliveries of new safes and combination files are made with combinations set on zero only. Therefore, when the initial or subsequent changes are required the following cautions must be observed:

(a) Changes should not be attempted unless and until the proper lock-changing instructions are consulted and understood.

(b) If the proper lock-changing instructions are not available, they will be obtained from the manufacturer of the particular safe in use, so that no mistake may be made in changing the combination.

(c) The new combination will be tried out several times with the door in the open position before trying it by closing and locking the door. This will avoid a dead lock-out which might make it necessary for the safe to be forcibly entered, occasioning damage to the safe and loss to the Government. (Memo. W 380-12-42.) Should the instructions at hand prove inadequate, the manufacturer should be consulted for further information. A well-known manufacturer of safes has issued the following instructions for changing combination, which may be of assistance should the instructions for use on the particular safe not be available.

#### 211.4. To change combination.

(1) Make a memorandum of the *new* numbers to avoid the possibility of being locked out.

(2) Open door, throw locking bolts in locked position, and turn dial four or more turns to RIGHT, bringing first number of old combination to *short mark*.

(3) Turn to LEFT, bringing second number of old combination to *short mark* on the third turn.

(4) Turn to RIGHT, bringing third number of old combination to *short mark* on the second turn.

(5) Insert change key in back of lock and turn key to RIGHT one quarter turn.

(6) Turn combination dial to RIGHT, stopping when first number of *new* combination comes the fourth time to the *short mark*.

(7) Turn the LEFT, stopping when second number of the *new* combination comes the third time to the *short mark*.

(8) Turn RIGHT, stopping when the third number of the *new* combination comes the second time to the *short mark*.

(9) Remove change key by turning one quarter turn back to the starting point.

(10) Try the lock two or three times with door *open* to be sure lock is set correctly. (This is a *WARNING* so that door will not become locked until assured that combination is in working order.)

**211.5. Adjustments.**—Adjustments are needed if lock combination has not been properly set.

(1) Remove cover of lock. .

(2) Line slots in tumblers with marks provided on inside cover of lock.

(3) Insert change key through the cover and turn clockwise (as indicated by arrow) to unlocked position.

(4) Replace cover of lock, leaving change key in place. Turn combination dial back and forth several numbers while replacing lid to permit it seating properly.

(5) Set combination as mentioned above, under heading "TO CHANGE COMBINATION."

(6) Be sure to try new combination several times before *closing* door and locking safe. (This is similar to the warning above.)

**212. Safeguarding of blank checks.**—Blank checks will be kept under lock and key when not in use and, if possible, will be kept in the disbursing officer's safe. Disbursing officers will take care to check up from day to day their check books and blank checks in current use, and will make an examination at the beginning and end of each day's business to see that no blank checks have been abstracted.

The disbursing officer in person or his bonded assistant will issue blank checks to check writers in a manner which will enable him to maintain a daily record of the number of checks issued at the beginning of the day, so that the checks issued, written, and returned for safekeeping will be accounted for daily.

**213. Supervision of property audits.**—When duly delegated by proper authority, usually the administrative finance officer acting in his capacity as chief of the finance branch of the service command, the disbursing officer of a post, camp, or station will supervise the audit of all property accounts maintained thereat.

**214. Technical duties of assistant finance officer.**

**214.1. Deputy.**—Deputies to disbursing officers when properly appointed are authorized to perform for and in the name of the disbursing officer, any and all duties required to be performed by the disbursing officer. They cannot indorse a check for cash made payable to the disbursing officer himself without a power of attorney. (AR 35-340.)

**214.2. Common assignments.**—Most disbursing officers assign the duty of signing checks to their deputies. If a cashier is not authorized for the office, the deputy will generally be required to act in this capacity. Supervising the audit of property accounts is also an assignment frequently given to the deputy.

## SECTION II

### DUTIES OF CHIEF CLERK

#### **215. Assignment.**

**215.1. Warrant or noncommissioned officer.**—For disbursing offices in field forces the position of chief clerk is occasionally assigned to a warrant officer, if one is available; otherwise, the highest ranking noncommissioned officer of the disbursing office acts in this capacity. The trend is toward using warrant officers in their officer capacity as assistants to disbursing officers rather than in an enlisted capacity as chief clerks.

**215.2. Civilians.**—Civilian chief clerks are most common in Finance Offices, U. S. Army, where civilians are employed almost exclusively. The trend at the present time is away from using mixed forces at any disbursing office. It has been found more practicable to use either all enlisted men or all civilian personnel.

#### **216. Administrative supervision.**

**216.1. Average office.**—The chief clerk in the average disbursing office is in charge of the administrative section and will supervise the functions of the other branches of the office. His major responsibilities will be—

- (1) Supervision of the activities of all the branches of the office.
- (2) Acting as consultant and advisor to the disbursing officer.
- (3) Preparation and issuance of office memoranda and assignments to duty.
- (4) Preparation of monthly, periodical, and special reports.
- (5) Preparation of all requisitions for blank forms, office supplies, equipment, personnel, etc.
- (6) Supervision of the functioning of the mail and files section or clerk including—
  - (a) Proper and expeditious routing of all incoming and outgoing correspondence and papers.
  - (b) Prompt distribution of all routine documents such as contracts, purchase orders, pay vouchers, bills, etc., to the various branches for necessary action.



## 216.2 ORGANIZATION AND OPERATION OF DISBURSING OFFICES

(c) Review, index, and filing of all laws, regulations, orders, and decisions which pertain to disbursing accounts.

(d) Recording and mailing of all outgoing papers, including such as must be forwarded under registry cover, except checks drawn on vouchers.

**216.2. Exceptionally large office.**—The chief clerk of an exceptionally large office interprets and executes the policies of the disbursing officer and is responsible for the smooth and efficient functioning of all branches of the office. His major responsibilities are—

(1) Supervision of the civilian heads of all branches and indirectly of each clerk within each branch.

(2) Coordination of all interbranch activities.

(3) Responsibility for advising the disbursing officer on the correct interpretation of all laws, regulations, orders, Comptroller General's decisions, etc., having a significant effect upon office procedures and unusual accounts.

(4) Consultation with, advice and recommendation on policies and procedures to, the disbursing officer in relation to the work of the finance office.

(5) Planning responsibilities for equipment, personnel, space, and training requirements.

(6) Review of all correspondence intended for the signature of the disbursing officer.

**217. Maintenance of suspense file for correspondence.**—Quite often correspondence is received in a disbursing office which cannot be answered immediately because of insufficient information on hand at the time it is received. In order to insure that a prompt reply to such correspondence is made, the chief clerk should maintain a suspense file. This is particularly necessary where the data to be furnished are usually called for through the branch that may have inadvertently omitted such data in the routine processing of payment papers.

**218. Review and routing of new regulations.**—Hardly a day passes in a disbursing office in which no new regulations, circulars, instructions, etc., are received. These should be thoroughly reviewed by the chief clerk and where due compliance therewith imposes radical changes in policies or practices, a further discussion with the chief of the branch thereby affected should be held, attended, if deemed necessary, by the disbursing officer and his deputy. In offices where the supply of such instructional material is limited, due care should be taken that the proper branch secures the material pertinent to its particular functions, and, if necessary, reproduces additional copies to serve such activities.

**219. Timely submission of reports.**—The chief clerk of a disbursing office is charged with the duty of preparing all administrative reports of the office and must see that reports of other branches are submitted in a timely and proper manner. The reports as listed in appendix IV are those required for a regular disbursing account. It is understood that an additional copy should be prepared for the retained records.

**220. Preparation of personnel reports.**—The chief clerk must prepare or supervise the preparation of the morning report; time book for use by the civilian personnel section if centralized in the camp, post, or station; duty roster and the sick roster.

**221. Issuance of office memoranda.**—When it is necessary to publish instructions or notices to the entire office or to certain classes or one or more branches of the office personnel, the chief clerk will publish such information, usually by means of informal memoranda. A copy should be initialed by those required to read them and returned to the chief clerk for filing. If the instructions are of a permanent nature, the original duly signed by him in his official capacity should be posted on the office bulletin board. A complete file of office memoranda should be retained for the review of all new personnel.

**222. Rotation of assignments.**—It has been previously mentioned that every disbursing officer should take steps to see that clerks are trained in positions of the office other than those regularly assigned them. Since the chief clerk is directly in charge of the personnel in the office, he should see that the assignments of duties to personnel are changed whenever practicable.

### SECTION III

#### DUTIES OF CASHIER

##### **223. Selection and appointment.**

**223.1. Financial integrity.**—While the cashier is required to be bonded in a penal sum approximating the amount of cash intrusted to him at any one time, he should unquestionably be a person of financial integrity. Before selecting a cashier the disbursing officer should make a thorough investigation of the personal history of the person considered for the appointment to this important and responsible position. Where the business of an office warrants an assistant cashier, the same moral qualification should be applied to the assistant as in the case of the cashier.

**223.2. Essential professional qualifications.**—It is a definite asset to both the office and the cashier himself for the lat-

ter to possess a general working knowledge of the functions and operations of the entire office, particularly those of the accounting branch. He should familiarize himself with the preparation of all classes of vouchers so that vouchers paid by him in cash may pass through the accounting branch without difficulty or delay. A knowledge of all regulations, particularly those relating to identification of the various classes of personnel, is deemed essential.

#### 224. Identification of payees.

**224.1. War Department Signature Card.**—The post or similar administrative commander is required to furnish the names of the officers under his jurisdiction who are authorized to certify pay rolls and other vouchers to the disbursing officer charged with making payments of the accounts so certified. Each such certifying officer will

WAR DEPARTMENT Form No. 35	
WAR DEPARTMENT SIGNATURE CARD	
Fort Blank, Ind. (Station)	
June 6, 1942 (Date)	
Signature of officer authorized to certify vouchers for pay- ment	Lewis Martin
Class of vouchers	Pay and Mileage Vouchers
I certify that the above is the signature of the authorized certifying officer.	Signature Fred S. Tanner
	Lt. Colonel, F. D. (Rank)
U. S. GOVERNMENT PRINTING OFFICE	3-10734

FIGURE 14.—War Department Signature Card.

furnish the disbursing officer War Department Form No. 35 (War Department Signature Card) (fig. 14) duly authenticated by an officer designated by the post commander. This requirement extends to an individual officer to the extent of certifying his own accounts for both pay and allowances. These cards should be available to the cashier for the proper identification of a signature for either the purpose of certification or receipt of cash by the payee. (See par. 224.6.) (AR 35-120; AR 210-10.)

**224.2. Payments to officers.**—The identification of transient officers and others is a most important function, and the extent to which it may be delegated is a matter within the discretion of the

disbursing officer. He may choose to make identification personally or may delegate that responsibility to a deputy or cashier. War Department Form No. 35, when available, is very helpful. Every commissioned officer, warrant officer, Army nurse, and officer of the Women's Army Auxiliary Corps is required to have in his or her possession W. D., A. G. O. Form No. 65-1 (Identification Card—Officers, Army of the United States) and it affords a ready and positive means of identification. At ports of debarkation a list containing the official signatures of officers arriving by transport may be used, when the signature cards would serve no future purpose. (AR 35-1040; F. C. B-7.)

### 224.3. Payments to enlisted men.

(1) *On pay rolls.*—All cash payments must be made directly to the persons to whom they are due. As the payment of most pay rolls is usually delegated to a Class A agent officer, it is required that an officer other than the agent officer personally identify the individual payees and witness each payment. He must also accomplish the certificates provided on the original and duplicate copies of the pay roll establishing the fact that he has so witnessed the cash payments thereon. Where payments are made by the cashier in person, a witnessing officer is also required to be present and to accomplish the certificates on the pay roll.

(2) *On individual vouchers.*—Cash payments made on individual vouchers to enlisted men must also be witnessed by an officer qualified to identify the payee. The officer must certify over his signature on the retained copy of the voucher that he witnessed the payment and that the payee was identified by him.

(3) *Upon discharge.*—The identification required in cases of enlisted men discharged at a post or station maintaining a finance office should embrace not only the fact that the enlisted man claiming the pay is the identical enlisted man named on his final statement, but also that he is the identical enlisted man so enlisted and discharged as shown by the certificate of discharge. In the case of enlisted men discharged at places where there are no finance officers available to pay the final statements, W. D., A. G. O. Form No. 39 (Notification of Discharge) will be prepared by the officer having custody of the soldier's records and transmitted to the finance officer who is to make the payment. This notification should be prepared at such time in advance of the date of discharge as will insure its receipt by the finance officer prior to the date payment is due. The receipt of notification of discharge by the finance officer, however, does not eliminate the necessity of personal

identification by other means. If the cashier has any doubt as to the propriety of the payment, this fact should be brought to the attention of the disbursing officer who should communicate with the officer who signed the notification of discharge for further verification of the facts. (AR 35-120; AR 345-465; F. C. B-7.)

**224.4. Payments to civilians.**—Cash payments to civilian employees are required to be witnessed by an officer who is qualified to identify the payees, or by any other qualified person who may have been previously designated in writing by post commanders or officials of similar authority. The person witnessing the payments will certify, over his signature, on the retained copies of pay rolls or other vouchers to the effect that identification of payees paid thereon was made by him. (AR 35-120.)

**224.5. Vouchers paid by cashier to be so marked.**—Both the original and duplicate vouchers paid by the cashier should be marked or initialed in such a way that by reference to a particular voucher or pay roll a determination may be made as to the person who made the payment. This applies not only to civilian pay rolls and vouchers, but to all classes of vouchers paid in cash. (F. C. B-7.)

**224.6. Delivery of checks in person.**—Checks issued in payment of pay, travel, and other allowances, except for over-the-counter service, for delivery to the payees in person, are usually distributed by the cashier. This delivery should be made direct to the payee but only upon positive identification similar to that required in the case of cash payments, otherwise such checks should be mailed to the payees' mail address on record. Where it is impracticable to deliver checks to the individual payees in person, cashiers are authorized to deliver such checks to an official designated in writing by the post commander, or by the officer certifying the pay roll, for distribution to the payees. (AR 35-120.)

**225. Liaison with all branches.**—The cashier is not considered a member of any particular branch of the office, but the position is more closely related to the administrative branch than to any other. His duties entail payments of vouchers most of which are usually processed by the pay and allowance branch. However, his actual accounting must necessarily be closely coordinated with that of the accounting branch. Therefore, it can be seen he must be in working accord with the other branches usually comprising a disbursing office.

**226. Maximum amount of funds to be intrusted.**—The total of cash and vouchers paid by the cashier and for which he has not accounted will not at any time be allowed to exceed the penalty of his

bond. However, except for unusual demands, in the ordinary disbursing office it is not considered necessary to have this amount outstanding at all times. The abnormal amount of cash required for payment of troops must necessarily be under direct control of the disbursing officer or his deputy, although where practicable and necessary the cashier may be permitted to count the various lots of cash rolls being made up for agent officers preparatory to payment. (F. C. B-7.)

**227. Receipt for funds intrusted.**—The cashier is required to give a receipt to the disbursing officer for all amounts intrusted to him for the purpose of making cash payments. (F. C. B-7.)

**228. Deposit of personal and commercial checks.**—The cashier, while not permitted to give receipts for cash turned in by sales or similarly designated officers, as well as other cash collections, including soldiers' deposits, usually verifies the amount of cash received by actual count and comparison with the amounts reported on the various forms accompanying these receipts. If authorized by the disbursing officer to do so, he may retain the cash together with the negotiable checks and money orders, furnishing the appropriate receipt therefor to the disbursing officer. Checks, money orders, or other negotiable paper are required to be deposited promptly in a Federal Reserve Bank or branch thereof, or in other depository specifically designated to receive such deposits.

**228.1. Local and out-of-town checks segregated.**—When preparing checks for deposit the cashier will separate them into two groups. These groups will be as follows:

(1) Items drawn on banks located in the same locality with the depository with which the deposit is to be made.

(2) Items drawn on other banks.

**228.2. Preparation of forms.**—Deposits by a disbursing officer to his own official credit will be prepared on Treasury Department Form No. 6599 (Certificate of Deposit for Checking Account). This form will be accomplished in sextuplicate and the original, triplicate, quadruplicate, and quintuplicate copies will accompany the deposit, the sextuplicate copy being retained by the officer making the deposit, for his file. A list of the inclosures showing the names of the drawers, the date of the check or money order, the number of the check or money order, the indorsements in the order made, and the amounts should be made on the reverse of the certificate of deposit or on a separate sheet to be fastened thereto. Whichever method is selected should be used consistently in that office. This list is necessary in order that action

may be taken by the disbursing officer in case of the loss of checks or money orders. (AR 35-780.) Upon receipt of the deposit, the depositary will date and sign all of the copies submitted. The quintuplicate copy will be returned to the officer making the deposit. The triplicate will be delivered or mailed to the officer whose account is to be credited, in this case, the depositor. The other copies are disposed of by the depositary in accordance with instructions printed on the form. Care should be taken that the correct disbursing symbol number of the disbursing officer to receive credit for the deposit is clearly shown on the certificate of deposit. The serial numbers on the certificate of deposit are inserted by the depositor and should be in numerical sequence for all classes of deposits for which this form is

CERTIFICATE OF DEPOSIT FOR CHECKING ACCOUNT			
Fort Blank, Ind. August 19, 1942 <small>(Address of depositor and date sent)</small>		Deposit No. 35 <small>(To be filled in by depositor)</small>	
J. F. Doe <small>(Name of depositor)</small>		Major, F. D. <small>(Title including name of Department, or Agency)</small>	
has deposited with Merchants National Bank <small>(Name of depository bank, or U. S. Treasurer's office)</small>		Indianapolis, Ind. <small>(Place)</small>	
Three hundred twelve and -----		----- No Dollars <small>100</small>	
For Credit, subject to check, in the regular disbursing account of			
J. F. Doe, Major, F. D. <small>(Name of officer to be credited)</small>		Symbol No. 210680	
Fort Blank, Ind. <small>(Address)</small>		\$ 312.00	
<p><b>SPACE BELOW TO BE USED BY DEPOSITARY ONLY</b></p> <p><i>I certify that the above amount has been received and credited to the account of the Treasurer of the United States on the date shown below. Amount credited is subject to deduction for uncollectible items included therein.</i></p> <p>_____ <small>(Signature and title)</small></p> <p>_____ <small>(Date of credit in U. S. Treasurer's account)</small></p>			

Form 699 (Revised March 1941)  
Treasurer, U. S. Department, Fiscal Service, Treasurer, U. S. DEPARTMENT OF THE TREASURY  
DEPOSITARY WILL DATE AND SIGN THIS AND SEND IT TO THE DEPOSITOR WITH DAILY TRANSMITTAL OF SAME DATA

U. S. GOVERNMENT PRINTING OFFICE 16-12804

FIGURE 15.—Certificate of Deposit for Checking Account.

used. A new series of deposit numbers begins with the first deposit in each fiscal year. Separate certificates of deposit (fig. 15) will be prepared for cash and check deposits.

## 229. Daily accounting reports.

**229.1. Returns to disbursing officer.**—A receipt will be given by the disbursing officer to the cashier for all amounts returned, either in the form of cash or as valid vouchers which the cashier has paid.

**229.2. Verification by disbursing officer.**—Each day a settlement will be made between the disbursing officer (or his deputy) and the cashier. When the disbursing officer is on temporary absence for more than 1 day, a settlement is required immediately upon his return. These settlements will include the counting by the disbursing officer of all cash in the possession of the cashier. A detailed record of all such settlements will be maintained. (F. C. B-7.)



**229.3. Reconciliation with cash blotter.**—Each day the record of cash received and disbursed by the cashier, together with any large transactions necessarily handled by the disbursing officer or his deputy, should be reconciled with the amounts shown in the cash blotter, one of the books of record required of a disbursing officer and maintained by the accounting branch. The cash blotter will reflect the total amount of cash for which accountabilities the disbursing officer (or his deputy) is accountable, including any amount in the possession of the cashier and agent officers. (See app. III.) (F. C. B-6.)



## CHAPTER 3

## FUNCTIONS OF ADMINISTRATIVE BRANCH

## SECTION I

## REPORTS AND REQUISITION SECTION

**301. Special reports.**—The administrative branch is charged with the duty of preparing all special reports which may be requested from time to time from various sources. These reports are in addition to the regular ones as shown in appendix IV.

**302. Monthly report of operations.**

**302.1. By whom rendered.**—A report of operations will be rendered each month for each post, camp, or station where disbursements are made, either by an accountable officer, or by an agent officer (Class B), and whether or not more than one disbursing officer was on duty in the office. The source of supply for such reports is the administrative finance office. Copy of report required by the finance branch of a service command is reproduced in appendix V.

**302.2. Exceptions as to rendition.**—The requirements of paragraph 302.1 are waived in the case of Class B agent officers appointed at recruiting stations, or Selective Service induction stations, and those agents on duty as military attachés in foreign countries; those appointed for the purpose of making payment of unit expenses in connection with the induction of National Guard units, military surveys or field exercises during maneuvers, troop movements, air force flights outside the continental United States, and activities of G-2 and Provost Marshal confidential investigations. The accountable disbursing officers must, however, include in their reports the disbursements made by and the cash in the hands of their Class B agents at such stations.

**302.3. When rendered.**—Accountable disbursing officers will prepare the reports of operations for each month as soon after the close thereof as practicable and, notwithstanding the waiver of reports set forth in paragraph 302.2, must include in their reports all disbursements and other information pertaining to all classes of agents operating under their accountability. Reports for Class B agent officers will cover the monthly period ending on the 20th of

## 302.4 ORGANIZATION AND OPERATION OF DISBURSING OFFICES

the month, their accounting period with the parent offices ending on that date.

**302.4. Inclosures.**—For each monthly report rendered by accountable disbursing officers there will be inclosed W. D., F. D. Form No. 25 (Report of Discounts on Purchases). Reports submitted by accountable disbursing officers for the months of March and September of each year will contain a report on Statements of Differences and Notices of Exceptions improvised copy of which is contained in appendix VI.

**302.5. Copies and disposition.**—Accountable disbursing officers will forward reports of operations directly to the service command finance officer or other administrative finance officer charged with technical supervision of finance activities in the area in which the reporting office is located. These reports will be submitted in duplicate unless otherwise directed in the following subparagraphs.

(1) *Army Air Forces stations and other stations not under administrative command of service command.*—Accountable disbursing officers at fixed stations of the various Army Air Forces commands will prepare an additional copy of the report of operations. This copy, together with the additional copies of the reports submitted by their agent officers, will be forwarded directly to the finance officer of the appropriate Army Air Forces command for his information. Additional reports of operations will not be prepared by exempted stations unless the station pertains to an organized administrative jurisdiction staffed by a finance officer. In such a case, this finance officer will receive the triplicate copy.

(2) *Task forces and base commands.*—Accountable disbursing officers of task forces, defense commands, or base commands operating independently will forward a single copy of reports directly to the Chief of Finance. Accountable disbursing officers of task forces or base commands operating in an oversea theater of operations will forward reports in duplicate through the finance officer of the theater of operations.

(3) *Officers including tactical units under service commands.*—Accountable disbursing officers at stations operating under the various service commands and finance sections of tactical units (under technical supervision of the service commands in which permanently or temporarily located) will forward reports in duplicate directly to the appropriate service command finance officer. Finance sections of these units will prepare an additional copy of the report of operations for transmittal to the appropriate army or air force finance officer for his record and information.

(4) *Agent officers to their principals.*—Class B agent officers will submit reports in triplicate to their principals. After withdrawing the triplicate, the accountable disbursing officers will forward the two remaining copies, accompanied by their own reports, to the finance officer identified by the above group.

### **302.6. Action by finance officer of service or other command.**

(1) *Examination.*—The finance officer of the command identified by paragraph 302.5 will examine each report of operations received for irregularities and defects in operation, and will take such corrective action with respect thereto as he may deem proper, reporting same to the Chief of Finance under the last item of the report of operations involved.

(2) *Disposition.*—The administrative finance officer will hold the reports of operations until all within his jurisdiction are received (but in no case longer than the 15th day of the month following that covered by the reports), and will then forward the originals to the Chief of Finance and retain the duplicates.

(3) *List of offices submitting report.*—With each monthly group of reports forwarded to the Chief of Finance, the administrative finance officer will submit a list of the offices within his jurisdiction, which should render reports of operations. At the foot of each such list, remark will be made as to reason for addition of any new officer or omission of any offices since the last previous list. Any failure to forward all reports of operations called for by the list will also be noted at the foot thereof, together with a brief statement of any corrective action taken in regard thereto. (F. C. B-18.)

### **303. Report of changes in military personnel.**

**303.1. Disbursing officers.**—Changes in the status of accountable disbursing officers (including data as to successor), with a brief statement giving cause for the change, will be communicated directly to the Chief of Finance by radiogram by the disbursing officer being relieved. This radiogram report will be made on the day the disbursing officer closes his account and in the following form, amplified by notation of any special circumstances which may be of importance :

Closed my disbursing account at close of business (*date*) stop all balances transferred to (*name of successor*) stop relief account (*enter reason, such as permanent change of station, temporary absence, etc.*)

In all such cases the succeeding disbursing officer will be expected and assumed to enter on disbursing duty the following day. (F. C. B-1.)

**303.2. When new disbursing office opened.**—In the event a new disbursing account is activated (as in the case of a newly installed accountable disbursing office), the disbursing officer entered on duty

will transmit a radio report directly to the Chief of Finance on the day he assumes disbursing duty in the following form: Opened my disbursing account (*date*). (F. C. B-1.)

**303.3. Report of appointment of class B agent officers.**—Commissioned officers who are detailed as Class B agent officers will be promptly reported to the Chief of Finance by the accountable disbursing officers for whom they act as agents. Prior to the detailing of a warrant officer to such duty, the recommendation of the Chief of Finance with regard thereto will be obtained. (AR 35-320.)

**303.4. Enlisted men.**—The administrative finance officer having personnel assignment jurisdiction over the area in which the finance office is located may call upon the finance officer to render periodical reports regarding enlisted personnel status. Under provisions of AR 600-750, W. D., A. G. O. Form No. 23 (Report of Enlisted Men Enlisted for, Reenlisted in, or Transferred to Certain Arms or Services) must be accomplished and dispatched to the Chief of Finance in case of enlistment, induction, or transfer to the Finance Department.

**304. Civilian personnel.**—Administrative functions in connection with civilian employees are usually performed by the civilian personnel branch of the post headquarters acting for the post or station commander. Information regarding personnel actions may be found in Services of Supply Organization Manual, 1942 and, Manual, Field Civilian Personnel Procedures, Service Commands, September 16, 1942.

**305. Routine requisitions.**—The administrative branch is charged with the duty of preparing all routine requisitions for office supplies, stationery, blank forms, etc.

**306. Issuance and upkeep of supplies and forms.**—A person in the administrative branch should be designated as supply clerk and placed in charge of the supply room. He should maintain records of the various supplies issued and the amount remaining on hand in order that new requisitions may be made in sufficient time to permit timely replenishments of stock. This is particularly true of payment and accounting forms. He should be required to have the stockroom arranged in an orderly manner having all office supplies and stationery stored to allow the minimum amount of spoilage. The forms should be maintained by names under their branch name and then by the number within the branch including standard forms.

## SECTION II

## FISCAL AUDIT AND ADJUSTMENT SECTION

**307. Administrative examination of accounts.**—Before a disbursing officer's accounts are submitted to the Chief of Finance, good administration requires that they be given an examination in order to rectify any errors while it is possible to do so with a minimum of effort. This precaution in turn eliminates considerable unnecessary correction by the Chief of Finance in his administrative examination of such accounts. This section deals with the various findings as a result of audits, both by the Chief of Finance and the General Accounting Office, before the disbursing officer is given final approval of such disbursing items, and the requirements to adjust any discrepancies that may be uncovered through such audits.

**308. Post audit of all vouchers.**

**308.1. Frequent occurrence of errors.**—One of the greatest problems of a disbursing officer is the fact that all errors in the many payment vouchers are brought forcibly to his attention; first, through the medium of one of the following three forms originating in the Office, Chief of Finance: W. D., O. C. F. Form No. 237 (Notice of Irregularity); W. D., O. C. F. Form No. 276 (Notice of Discrepancy); and W. D., F. D., Form No. 32 (Advice of Corrections). These forms are usually received within a period of 2 or 3 months after the vouchers are forwarded, enumerating the various errors noted in the examination of the accounts. Secondly, the General Accounting Office notifies the disbursing officer of errors in his accounts through the medium of Standard Form No. 1100 (Notice of Exception and Reply to Exception) which are received at varying periods from 6 to 9 months or more after forwarding the vouchers. Many of the exceptions concern only technical irregularities. Some necessitate adjustment, others require submission of additional certificates, supporting papers, etc., while others involve actual overpayments. The latter are serious, as the disbursing officer may eventually be held pecuniarily responsible for the overpayment, but whether or not the exception involves an overpayment, it usually necessitates reference to old vouchers and records. In the operating branches of a present-day disbursing office, all of the personnel are necessarily engaged in the processing of current vouchers and there is little time available for the clearing and adjustment of exceptions taken by the Chief of Finance and by the General Accounting Office. Many times it is imperative that a particular account be paid "today." In endeavoring to get the account

ready for payment without delay, it is but natural that some statutory or administrative requirements may occasionally be overlooked.

**308.2. Reexamination after payment.**—It has been found that the majority of the purely technical exceptions taken by the Chief of Finance and the General Accounting Office may be avoided by having each voucher reexamined after payment with a view to correcting obvious errors and supplying the necessary supporting papers. One or more clerks, according to the size of the office, are necessary for this work. This is an activity which should be allocated to the administrative branch of the office. By reducing the number of exceptions, the volume of correspondence is obviously diminished, and much needed time is allowed for other purposes.

**308.3. Qualification of examiners.**—The clerk or clerks assigned to this work must have a broad general knowledge of accounting requirements in connection with all classes of disbursements. Clerks on this duty should be furnished all current instructions. They should review all notices of irregularities from the Chief of Finance and notices of exceptions from the General Accounting Office, in order to be currently posted as to all technical requirements that might have been overlooked at time of payment. The individual in charge of this work should be familiar with Army Regulations and all other publications governing Army disbursements. One of the principal qualifications of the clerk in charge of this work is that of being tactful. Principal clerks of branches, having passed a voucher for payment, are prone to insist that it is in proper order. Cases will arise when it may be necessary for the final decision to be made by the chief clerk or by the disbursing officer himself, but these cases should be very few.

**309. Notices of irregularities, discrepancies, and corrections.**

**309.1. Purpose.**—The forms listed below have been devised for the purpose of promptly advising disbursing officers of various types of errors discovered in their accounts during the examination thereof in the Office, Chief of Finance, and of the action to be taken by them to adjust such errors. The forms are prepared in the Office of the Chief of Finance and forwarded directly to the disbursing officer concerned.

- (1) W. D., O. C. F. Form No. 237.
- (2) W. D., O. C. F. Form No. 276.
- (3) W. D., F. D. Form No. 32.

**309.2. Importance of replying to notices.**—The disbursing officer (or the custodian of his records in cases where the disbursing



officer concerned is separated from his accounts) will give prompt and careful attention to effecting a reply to each form received, notifying him of irregularities, discrepancies, and corrections in his accounts. It cannot be too strongly stressed that, since certain forms have been devised to aid disbursing officers in correcting errors occurring in their accounts, prompt and complete replies to such notices of irregularities will serve to minimize delays in processing their accounts through the administrative examination and reduce appreciably the number of notices of exception from the General Accounting Office.

**309.3. Action to be taken by disbursing officers.**—When the required information, certificates, advice of action taken, or other essential data are obtained, the reply will be accomplished on the applicable form in the possession of the disbursing officer and the original returned to the Office, Chief of Finance. For detailed information regarding the preparation and disposition of these forms see TM 14-210, Accounting for Public Funds (when published).

**310. Suspensions and disallowances distinguished.**—Both suspensions and disallowances are made by the General Accounting Office. These terms have definite and distinct meanings as set forth below and should be used with care.

**310.1. Meaning of term “suspensions.”**—When an item in a disbursing officer’s account is for a disbursement that appears to be allowable, but the voucher therefor is defective by reason of the lack of proper supporting papers, or failure to give necessary or sufficient information from which to determine its legality, credit is suspended pending the furnishing of the missing papers or information. This action is called a “suspension.” A suspension is made in general upon the theory that the questioned disbursement may not be illegal and that upon the showing of additional evidence or information credit therefor may be allowed. It therefore usually requires some additional paper or information which the General Accounting Office deems necessary to establish the legality of the payment or the regularity of the voucher. A suspension then may be said to be an action which

- (1) is tentative and preliminary;
- (2) contemplates further action by the General Accounting Office;
- and
- (3) therefore necessitates correspondence with the General Accounting Office.

**310.2. Meaning of term “disallowance.”**—When an item in a disbursing officer’s account is for a disbursement which the General Accounting Office deems clearly illegal, credit therefor is disallowed.

## 310.2 ORGANIZATION AND OPERATION OF DISBURSING OFFICES

WAR DEPARTMENT  
FINANCE DEPARTMENT  
FORM NO. 32  
Approved March 18, 1943

## ADVICE OF CORRECTIONS

No. \_\_\_\_\_

Date \_\_\_\_\_

Period of \_\_\_\_\_

Account of: \_\_\_\_\_  
NAME TITLEStation: \_\_\_\_\_  
NAME TITLEDiscrepancies in: Collections ☐ Disbursements ☐Account: A.A.A. ☐ D.A.A. ☐ D.S.S. ☐

W.D., F.D. Form 51 Sheet No. \_\_\_\_\_ Group No. \_\_\_\_\_ W.D., F.D. Form 52 Sheet No. \_\_\_\_\_

Voucher No. \_\_\_\_\_ Item Reference No. \_\_\_\_\_

	Reported as	Changed to	Amount
Appropriation			
Procurement Serial			
Purpose			
Appropriation	<i>This form being revised in its setup and operation.</i>		
Procurement Serial			
Purpose			
Appropriation			
Procurement Serial			
Purpose			
Appropriation			
Procurement Serial			
Purpose			

Action to be taken:

(The original copy will be endorsed by the disbursing officer and returned to the Chief of Finance).

Concur with the above action ☐ orDo not concur with the above action for the reasons stated on reverse side of this form ☐\_\_\_\_\_  
CERTIFYING OFFICER

(In case of nonconcurrence by certifying officer, the disbursing officer will accomplish W.D., F.D. Form 31, adjusting the account as shown above, in column "Changed To", to the correct account as determined).

Disbursing Officer's Endorsement

Block \_\_\_\_\_

Cycle \_\_\_\_\_

FIGURE 16.—Advice of Corrections.

## FUNCTIONS OF ADMINISTRATIVE BRANCH 310.2

This action is known as a "disallowance", and the item in the Statement of Differences or Notice of Exceptions contains the word "disallowed." A disallowance is, in general, made upon the theory that the disbursement in question is without authority of law and does not entitle the disbursing officer to credit. It therefore definitely denies

WAR DEPARTMENT  
OFFICE, CHIEF OF FINANCE  
Form No. 207  
Approved Apr. 14, 1943

## NOTICE OF IRREGULARITY

SPFDE 132/373510 (Doe, J. F. Maj.) No. R 10/23 1500  
Date November 18, 1942  
To: Finance Officer D. O. Vou. No. 303  
Fort Blank, Ind. Date Paid October 21, 1942  
Amount, \$ 35.46  
Voucher certified by Captain Thomas J. Blue, S. C.

Reason for notice: Duplicate invoice submitted in lieu of original.

Action to be taken: Original certified invoice required

For the Chief of Finance

Harold Block,  
Major, Finance Dept.

Reply: Original certified invoice inclosed herewith.

*J. F. Doe*  
J. F. DOE,  
Major, Finance Dept.

FIGURE 17.—Notice of Irregularity.

credit for the disbursement and holds the disbursing officer responsible to the United States for the return of the money so paid out. A disallowance then may be said to be an action which

- (1) is definite and final;
- (2) does not contemplate further action by the General Accounting Office; and

(3) unless acquiesced in by the disbursing officer, must be the subject of correspondence (in the form of an application made within 1 year from the date of the disallowance) with the Comptroller General of the United States for review of the action of the General Accounting Office in making the disallowance. (F. C. B-17.)

### **311. Notices of exceptions.**

**311.1. How disbursing officer advised.**—The General Accounting Office sends notices of exceptions on Standard Form No. 1100 (fig. 18) from day to day as the audit of a group of vouchers is completed, thus advising the disbursing officer promptly of any exceptions taken in his account. Form No. 1100 is issued but once (although it may be modified or supplemented by a later Notice of Exception), and must therefore be preserved as a basis for further action regarding that voucher. Irregularities detected in the administrative examination of accounts, which are brought to the attention of and which require appropriate action by disbursing officers, based on the requirements of the General Accounting Office, are treated in the same manner as exceptions originating in the General Accounting Office. (F. C. B-17.)

**311.2. Distribution.**—The original and three copies of each notice are furnished the disbursing officer. Where the disbursing officer is separated from his retained records, he will, upon receipt of notices of exceptions, forward such notices to the custodian of his retained records. A fourth copy (administrative copy) is furnished the Chief of Finance. (F. C. B-17.)

**311.3. Reply to exceptions.**—When Standard Form No. 1100 is received by the disbursing officer from the General Accounting Office, when the exception taken effects a change in appropriation, and when the disbursing officer concurs in such change, the action by the disbursing officer is then to forward a reply to the General Accounting Office, through the Chief of Finance, Accounting Division, accompanied by W. D., F. D. Form No. 31 (Appropriation and Procurement Authority Adjustment). The Accounting Division withdraws Forms No. 1100 and 31, attaching Form No. 1100 to Form No. 31 as the reason for the adjustment. (F. C. B-6.) A notation is made on Form No. 31 as to the reference numbers and date of the General Accounting Office correspondence. The correspondence is then indorsed to the General Accounting Office stating the action taken and supplying a date under which the adjustment will be submitted to them. Such action satisfies the General Accounting Office that the difference has been cleared. It takes an average of 1 month to process such an adjustment.

## FUNCTIONS OF ADMINISTRATIVE BRANCH 311.4

**311.4. In reply to general accounting office.**—Replies to exceptions are given prompt consideration by the General Accounting Office, but advice as to the adequacy of replies is not furnished a dis-

Standard Form No. 1100-Revised

Form approved

GENERAL ACCOUNTING OFFICE

Nov. 9, 1942

Comp. Gen. U. S.

March 14, 1942

## NOTICE OF EXCEPTION

To: <u>John F. Doe</u>	Disb. <u>Officer</u>
Disb. Officer	Sym. 210680 D.O.Vou. No. 84
Cert. Officer	Bu. Vou. No
Dept. or Bureau War (Chief of Transportation)	Period July, 1942
Appropriation FSA 1943	Activity Ft. Blank, Ind.

Credit for \$ 119.29 paid to Brooks Storage Warehouse, Inc. will be withheld or a charge will be raised in your next statement of settlement for the reason stated below unless a satisfactory explanation is promptly made or the amount deposited:

The cost of shipping the household effects of Captain Henry D. Little from Pompton Lakes, N. J. to Montgomery, Ala. was in excess of the cost of rail shipment.

Cost by van shipment	\$300.00
Less comparative cost of rail shipment.	
Professional books 900 lbs.	
Household goods packed 1700 lbs.	
Household goods unpacked 1915 lbs.	
Plus: 25% tare at 479 lbs.	
\$2.48 cwt. 4994 lbs.	\$123.85
Packing and crating 2394 lbs.	
at 2.375 (1.90 + 25%)	56.86
	<u>180.71</u>

abc 62154 mam

LINDSAY C. WARREN

Comptroller General of the United States

## REPLY TO EXCEPTION

The amount of \$119.29 was collected from Brooks Storage Warehouse, Inc. Nov. 18, 1942 by use of W.D., F.D. Form No. 38 and taken up in the undersigned accounts and listed on W.D., F.D. Form No. 52 same date.

(Signature of person making reply)

Administratively verified by

Title

I certify the foregoing explanation to be true and correct to the best of my knowledge and belief.

Date November 19, 1942.

J. F. Doe, Maj. J.D.  
(Disbursing or Certifying Officer)

FIGURE 18.—Notice of Exception.

bursing officer unless circumstances prevent the settlement of his account within a reasonable time after the receipt thereof at the General Accounting Office, in which event there will be furnished from time to time, prior to settlement, a tabulation of outstanding items.

## 311.5 ORGANIZATION AND OPERATION OF DISBURSING OFFICES

Prior to the promulgation of General Regulation No. 93, March 1, 1940 (19 Comp. Gen. 1048), disbursing officers were advised as to the adequacy of their replies to exceptions. Subsequent to the furnishing of such advice by the General Accounting Office, in many cases other evidence of irregularities developed, which necessitated a reaudit of the items in question and a recharging of the amount thereof in the disbursing officer's account. This was a source of considerable embarrassment to all concerned. The purpose of the new procedure, therefore, is the avoidance of such embarrassment. The only instances wherein advice will be issued to a disbursing officer with respect to a Reply of Exception will be where the reply is satisfactory in part only, and which has the effect of reducing the amount involved, in which event a revised Notice of Exception will be issued. The same is true in those instances wherein the reply is so unsatisfactory that revised notices are issued on the Standard Form No. 1100. (F. C. B-17.)

**311.5. Withdrawing vouchers from file.**—Disbursing officers when receiving the notices of exceptions must withdraw the relating vouchers from the file. When such vouchers are withdrawn, a charge sheet should be inserted showing the date each voucher was withdrawn and to whom it is charged, and such other pertinent information as may be desired.

**311.6. Two methods of handling adjustments.**—There are two distinct methods of handling adjustment of differences: the centralized method and the decentralized method. Under the centralized method one small group in the administrative branch handles all the adjustment work, the branch concerned often remaining in ignorance of the fact that an error or omission has occurred. Under the decentralized plan, the Notice of Exception, after being recorded on a control sheet similar to that illustrated in figure 19, is routed to the branch, section, or individual responsible for the error and, except in most unusual cases, that branch, section, or individual is entirely responsible for all actions necessary to adjust the suspension, including the preparation of the reply to the General Accounting Office.

**311.7. Direct effects of decentralized method.**—When the reply has been signed and mailed, the retained copy with the voucher attached is routed to the difference sheet section in the administrative branch for entry on the control sheet of date of reply. The control sheets furnish all data required in the preparation of periodical reports of a general nature. In addition, the disbursing officer may see at a glance the exact status of all pending notices of exceptions and whether any particular branch or section is falling behind in its adjustment work. While either the centralized or the decentralized method may result in effecting the necessary adjustments, only the

latter affords the maximum of instructional value to those responsible for the errors. The control sheet should be maintained and the required periodical reports of a general nature prepared under the supervision of the clerk in charge of the post audit and difference sheet section as in the administrative branch.

**311.8. When suspended vouchers are replaced in file.**—In many cases the disbursing officer will find the Notice of Exception calling for additional supporting papers or certificates, etc. When such evidence has been gathered, and sent in reply to the Notice of Exception, the disbursing officer will usually be able to tell if such reply will be satisfactory and the exception removed. If he believes the reply to be satisfactory, the voucher with its supporting papers and Notice of Exception will be replaced in the file from which originally extracted, removing the charge sheet in the file. However, if the

Voucher No.	19 Mo.	Date Notice of Exception	Amount suspended	Payee	Reply to G. A. O.	Reply Chief of Finance (par. 28a FC B-17)	Remarks

FIGURE 19.—Control sheet on notices of exceptions.

disbursing officer is in doubt that the reply will be satisfactory, he may retain such voucher in the suspension file within each section or, if using the centralized method of adjusting differences, in such file.

### 312. Statements of differences.

**312.1 Time of issuance.**—G. A. O. Form No. 2087 (Statement of Differences) is issued by the General Accounting Office as the condition of the accounts of a disbursing officer may justify without regard to any particular time. Each such Statement of Differences consists of a list of the vouchers under one bond which remains suspended or disallowed. Items which are disallowed are so marked to show date of such action. All other items are suspended only. The omission from the Statement of Differences of any voucher on which a Notice of Exception has previously been issued indicates that the reply to such notice has been accepted as satisfactory and the voucher has been cleared.

**312.2. Consolidated statements.**—Under certain conditions the General Accounting Office issues consolidated statements of differ-

ences to include items which have been reported previously on Statement of Differences and which still remain uncleared. These consolidated statements may or may not include other items currently found in the audit of the accounts. Such consolidated statements always relate to one bond, but there may be more than one consolidated statement according to symbol numbers involved. (F. C. B-17.)

### 312.3. Distribution.

(1) *Disbursing officer's copy.*—One copy of each G. A. O. Form No. 2087 is furnished by the General Accounting Office to the disbursing officer direct, who must in every case see to it that the custodian of his records receives a copy and is also furnished any comments or suggestions that may be appropriate or helpful toward clearing the differences.

(2) *Administrative copy.*—An administrative copy of each Statement of Differences is furnished the Chief of Finance directly by the General Accounting Office. This copy serves as a control in determining whether the disbursing officer (or the custodian of his records) is giving due attention to the matter of clearing his differences. (F. C. B-17.)

### 312.4. Responsibility for clearing differences.

(1) *Disbursing officer.*—Each item on a Statement of Differences represents an amount for which, unless cleared in some way, the disbursing officer will eventually be called upon to reimburse the Government. It therefore behooves the disbursing officer to interest himself actively and diligently in the matter of clearing the differences.

(2) *Custodian of retained records.*—Since the disbursing officer is in many cases separated from his retained records, it is the duty of the custodian to give to a Statement of Differences of his predecessor the same preferential treatment which he would give if it pertained to his own account, and which he would hope to receive from some other officer if his Statement of Differences were dependent on the action of such officer. (F. C. B-17.)

312.5. *Action on statements of differences.*—Immediately upon the receipt of a Statement of Differences, or as soon as possible thereafter, the disbursing officer concerned (or the custodian of his records) will carefully examine the same and promptly take appropriate steps with a view of clearing the disbursing officer's account of all suspensions and disallowances appearing upon the Statement of Differences. (F. C. B-17.)

313. *Examination of agents' returns.*—The disbursing officer will, immediately upon receipt thereof, check all returns submitted on W. D., F. D. Form No. 45b (Return of Funds and Statement of Bal-



ance) together with any cash and both collection and payment vouchers included therewith.

### 313.1. Processing returns and supporting papers.

(1) *Cash and collections.* When the returns carry cash representing collections made by the agent, the duplicate copy of W. D., F. D. Form No. 45b will be turned over to the cashier, together with such collection vouchers and cash, and will be initialed by him as to the correctness of the cash involved on all duplicate copies of such papers; the cashier will then take the cash into his account. He will then pass along all papers, both originals and duplicates, to the agent officer accounts section of the accounting branch, which section will then record the data from Form No. 45b and return this form to the administrative branch, detaching the copies of the collection vouchers for inclusion in the disbursing officer's accounts for that day.

(2) *Auditing of payments.*—The administrative branch will then process the payment vouchers with the duplicate W. D., F. D. Form No. 45b and the duplicate copy of letters of transmittal showing the various types of payments to the pay and allowance branch for audit of the computation and necessary supporting evidence required on these payments. After completion of this audit in the various sections therein, the vouchers as approved and the duplicate form and letters will be forwarded to the proper section in the accounting branch for processing the approved payments for vouchering and preparation of W.D., F.D. Form No. 45c (Acknowledgment of Return of Funds and Statement of Balance).

(3) *Correction of errors found.*—Discrepancies and irregularities appearing in vouchers not approved will be brought to the attention of the agent officer for due correction at the time the appropriate return on W. D., F. D. Form No. 45c is made to him. Such requests will be initiated by the section making the audit. All returns and communications will be returned through the administrative branch in order that the separate accounting may be kept of each agent's return through the retention of the original W.D., F.D. Form No. 45b.

**313.2. Incorrect vouchers.**—Vouchers found to be incorrectly stated, improperly receipted, improperly supported, or erroneously paid will not be credited. The disbursing officer will inform the agent officer of any irregularity found in his voucher and, if possible, secure such additional information or report from him as may be required in order that the voucher may be completed and credit given to the agent officer. A paid voucher should be considered as though it were cash, and it is good practice not to place such voucher in the mail

for return to the agent if corrections can be made without returning said voucher. However, in some cases it will be found necessary to return the voucher to the agent officer. (AR 35-320.)

**313.3. Propriety of payment believed doubtful by disbursing officer.**—Where the disbursing officer is doubtful as to the propriety of any payment made by an agent officer, the officer will return the voucher to the agent officer with statement of the doubt and reason therefor. At the specific request of the agent officer, such doubtful vouchers may be taken into the disbursing officer's account and credit therefor given subject to final audit by the General Accounting Office. (AR 35-320.)

**313.4. Accounting for vouchers found incorrect.**—Entries of amounts disbursed by an agent officer, as reported by incorrect vouchers for which credit is not given, and by vouchers as to which the disbursing officer has expressed doubt, will be made by the disbursing officer on W. D., F. D. Forms Nos. 45b and 45c. (AR 35-320.)

### SECTION III

## CHECK WRITING SECTION

**314. Custodian of blank checks.**—For the protection of all concerned, the greatest care will be exercised in safekeeping blank checks. Blank checks will be kept under lock and key when not in use and so far as possible will be kept locked in the disbursing officer's safe. Disbursing officers will inspect their check books and blank checks in current use at the beginning and end of each day's business to see that no blank checks have been abstracted. (AR 35-520.)

### **315. Control and issuance of blank checks.**

**315.1. Daily verification of unused checks.**—The disbursing officer in person, or his deputy or bonded assistant, will issue blank checks to check writers in a manner which will enable him to maintain a daily record of the number of checks issued, written, and returned for safekeeping. In this way all checks will be accounted for daily. (AR 35-520.)

**315.2. Transferred to other disbursing officers.**—The transfer of blank checks has been fully covered in paragraph 118. Particular attention is called to necessity for change of symbol number when checks of a predecessor are being used; also, in case the disbursing officer has changed his station, that the place indicated on the blank checks be also changed. In this connection it may be stated that unless the checks have been transferred from another disbursing officer, the

serial numbers of checks will *not* be changed except for issuance of duplicate checks. (F. C. B-8.)

**315.3. Maintenance of stock at proper level.**—Blank checks will be requisitioned for a period not to exceed 6 months at any one time unless circumstances are such as to warrant a different period. Normally, at least 6 weeks should be allowed for printing and delivery (AR 35-520.) Under war conditions 3 months should be allowed, if practicable.

**316. Augmentation for peak load periods.**—When a disbursing officer knows that during a certain period many checks will be drawn, he should make arrangements for the shifting of personnel, desks, typewriters, chairs, copy holders, etc., in order that checks may be drawn with the least amount of delay.

**317. Preparation.**

**317.1. To be drawn in sequence.**—Checks will, so far as possible, be drawn in numerical order with the vouchers, so that the lowest numbered check will pay the first voucher (or name on a pay roll), the next number the second voucher (or name on a pay roll), and so on throughout the account. Not more than one voucher will be paid by the same check unless the vouchers paid on such check follow each other in sequential order. Check numbers will be shown on vouchers and voucher numbers or object for which drawn will be shown on checks. (F. C. B-8.)

**317.2. Entries.**—On the face of each check drawn by a disbursing officer against balances to his official credit will be shown—

- (1) His station (or place) of issue.
- (2) Date of issue.
- (3) Serial number of the check.
- (4) Amount.
- (5) Name of the payee.
- (6) Object for which drawn or the voucher number in payment of which it was issued.
- (7) Disbursing symbol number. (AR 35-540.)

**317.3. Object for which drawn.**

(1) *Where voucher number is not available.*—Whenever it is impracticable to show the voucher number of a pay roll on a check, a notation "Pay roll for month (period) of \_\_\_\_\_, 19\_\_\_\_," will be shown directly in the space provided for voucher number.

(2) *For payment of commercial accounts.*—In addition to the voucher number, should the account as stated on Standard Form No. 1034 (Public Voucher for Purchases and Services Other Than Per-

sonal) cover a payment for nonpersonal services or supplies, the payee's account number will be stated in the space, "object for which drawn," if such information is available on the payee's invoice or bill. In the absence of the payee's account number, if the voucher covers a payment under a contract, the contract number will be stated. Where numerous invoices are paid by one check and it is therefore impracticable to list the payee's account or contract numbers in the space "Object for which drawn," the check will be accompanied by copies of the invoices, if available, or an identifying list thereof. (AR 35-540.)

(3) *Checks to obtain cash.*—When a check is drawn by a disbursing officer or his deputy for the purpose of making immediate cash payments or for cash to be retained in his possession, as authorized by either the Secretary of Treasury or the Secretary of War, the notation "Exchange for cash" will be shown on the check as the object for which drawn.

**317.4. Checks dated on Sunday.**—Disbursing officers may date checks on Sunday where necessary for them to do so in making payments on the last day of a month to officers or employees for services rendered to and including that date. (AR 35-540.) There is no legal objection to dating any Treasury check on Sunday, and under war conditions it frequently becomes necessary.

**317.5. Postdating prohibited.**—Checks issued by disbursing officers should not be dated later than the date delivered or mailed to payee, nor should they be delivered or mailed to an employee before the expiration of the period of service for which payment is made. The Treasurer of the United States refuses payment of checks later than the date presented for payment. (AR 35-540.)

### **318. To whom drawn.**

**318.1. General.**—Any check drawn by a disbursing officer upon moneys deposited to his official credit must be in favor of the party, by name, to whom payment is to be made, and payable to "order."

### **318.2. Exceptions.**

(1) *Checks in favor of disbursing officer.*—To provide funds for immediate and future cash payments.

(2) *Checks to the order of the deputy.*—A disbursing officer's check payable to the deputy for the purpose of obtaining funds from a bank in person for cash payments. (AR 35-560.)

(3) *Checks to the order of an agent officer.*—A disbursing officer's check payable to an agent officer. (AR 35-320.)

(4) *Checks payable to banks, firms, individuals, or instrumentalities of the Government.*

(a) Officers', warrant officers', and Army nurses' pay and allowance accounts, indorsed when due and payable, to a bank, firm, individual, etc. (AR 35-1360.)

(b) Final statements of enlisted men when properly transferred to a firm, individual, etc. (AR 35-2480.)

(c) Collections made on pay vouchers and pay rolls for amounts due instrumentalities of the Government, namely, post exchanges, company funds, etc. (AR 35-2440; AR 35-2480.)

(d) Collections made on pay vouchers and pay rolls under the 105th Article of War. (AR 35-7080.)

(e) Payment of rent to a designated agent when the lease provides for such payment. (See 10 Comp. Gen. 31.)

(5) *Checks payable to the estate or to an administrator.*—A disbursing officer's check payable to "the estate" of a deceased claimant or to the administrator of a deceased person named therein. (AR 35-540.)

(6) *Exchange for cash, to officers, enlisted men, and civilian employees.*—Disbursing officers may draw checks in exchange for cash, in favor of the payee named by the person furnishing the cash, to any officer, enlisted man, or civilian attached to the military forces of the United States, in time of war, in the theater of operations. Such checks will be drawn in favor of the payee named, and the object for which drawn will be stated "To obtain cash to make payments at a distance from a depository. Cash received from -----." (Give name of applicant, with rank in case of officers, serial number in case of enlisted men, and designation of civilians.) Across the face of the check must be written or stamped the words "Negotiable only in the United States of America." (AR 35-540.)

(7) *Cross-reference to exceptional cases.*—Certain conditions which must be considered rather exceptional dealing with the legality of drawing checks in favor of certain alleged claimants may be found in AR 35-540.

### **319. Signatures and check signing machines.**

**319.1. Signing in blank.**—The signing of a check for public money in blank is prohibited. (AR 35-540.)

**319.2. Officers of Finance Department and officers detailed for duty therein.**—In drawing official checks, all officers of the Finance Department and other commissioned officers of the Army detailed for duty therein, who disburse public moneys, will follow their signatures on the face of the checks with the words "Finance Officer, U. S. A." (AR 35-540.)

**319.3. Check signing machines.**—Checks may be signed by check signing machines where the use of such machines has been

authorized by the Chief of Finance for offices disbursing funds appropriated for military purposes. Under normal circumstances, sustained issue of at least 10,000 checks per month by a disbursing officer will warrant consideration for authorization of the use of check signing equipment. (AR 35-540.)

### **320. Erasures and alterations.**

**320.1. Correction prior to delivery prohibited.**—If a disbursing officer makes an erasure or alteration on any of his checks, he will treat the check as spoiled, promptly mark it "spoiled," and issue in lieu thereof a check of a new number. The practice of correcting by certification errors in checks discovered in connection with the drawing of such checks and prior to their delivery, is prohibited. (AR 35-560.)

### **320.2. Correction of erroneous checks after delivery.**

(1) *When returned to drawer at same station.*—If a check issued by a disbursing officer in payment of a valid obligation is returned to him at the same station where the check was drawn, because of errors of a minor nature, such as typographical errors in date, name, or amount, the disbursing officer may correct the errors and certify to such correction on the face of the check. Otherwise he will void the check, issue a substitute of different number, and take the necessary steps to insure that the check number shown on the appropriate voucher is changed to agree with the number of the substitute check.

(2) *When returned to successor at same station.*—When a disbursing officer receives a check issued by his predecessor which had been delivered but was returned for the reason stated in (1) above, he will cancel the check and forward it to the General Accounting Office, Claims Division, accompanied by a letter setting forth the reasons for such action and requesting that the amount of same be withdrawn from the drawer's credit and added to the balance of the appropriation originally charged, unless either one of the conditions cited in (3) below exist. He will then make payment of the obligation on a new voucher charging the same appropriation.

(3) *When not payable by successor.*—If the appropriation is no longer available or if the check has been outstanding for more than 1 full fiscal year after that in which drawn, the check, which otherwise would be payable, will be sent to the General Accounting Office for settlement of the account by that office. (F. C. B-8.)

### **321. Monthly depositary statement.**

**321.1. Purpose.**—The Treasurer of the United States furnishes each disbursing officer a monthly statement of checks paid during the

## FUNCTIONS OF ADMINISTRATIVE BRANCH 321.1

month showing the date, number, and amount of each check. This statement, Treasurer of U. S. Form No. 5215 (Statement of Checking Account) (fig. 20), contains a list of deposits received and placed to

Form 5215  
TREASURER, U. S.  
ACCOUNTING DIVISION  
Form approved by the  
Comptroller of the Treasury  
February 12, 1933

TREASURY DEPARTMENT  
OFFICE OF THE TREASURER OF THE UNITED STATES

## STATEMENT OF CHECKING ACCOUNT

Washington, D. C., Oct. 5, 1942

SIR: The following is a statement of your Checking Account for the month given below opposite the symbol number. Please reconcile your check-book balance at the close of the month with the balance shown below, taking into consideration outstanding checks and deposits in transit, and advise me without delay if any discrepancy in balance, check amounts, or numbers is found.

Respectfully,

J. P. Doe,  
Major, Finance Dept., U.S.A.  
Fort Blank, Ind.

Symbol 210-680

Aug.  
1942

W. A. JULIAN,  
Treasurer.

By *W.A.J.*

Dr.		Cr.	
Total Checks Paid, as per Abstract below	* 128,562.77	Balance from last Statement	148,653.86
Balance	153,674.22	Deposits Received, as per Abstract below	* 133,583.13
TOTAL	282,236.99	TOTAL	282,236.99

TREASURY DEPARTMENT  
OFFICE OF THE TREASURER OF THE UNITED STATES  
ACCOUNTING DIVISION

WASHINGTON, D. C.,

Respectfully referred to the GENERAL ACCOUNTING OFFICE, CHECK ACCOUNTING SECTION, RECONCILIATION AND CLEARANCE DIVISION.

W. A. JULIAN,  
Treasurer.

ABSTRACT OF CHECKS PAID			ABSTRACT OF DEPOSITS RECEIVED			
DATE	NUMBER	AMOUNT	DATE CREDITED	DEPOSIT NUMBER	DEPOSITED WITH	AMOUNT
June 1942	4514	800.00	Aug. 4, 1942	32	Merchants NB Indianapolis, Ind.	** 187.48
	5	100.00	9	33	do	19,863.20
	6	150.80	13	34	do	13,220.45
	7	268.00	19	35	do	312.00
	29	1,564.65	30	217,073	Wash. D.C.	100,000.00
*	*	*				
*	*	*				
*	*	*				
(Illustration purpose) * 128,562.77T			(Illustration purpose) # 133,683.13T			
			** This amount was included in the disbursing officer's check register balance for month of July, 1942.			
<u>Proof of balance as of August 31, 1942</u>						
Check register balance			\$ 82,844.36			
Total outstanding checks (not listed hereon)			81,702.52			
Actual accountability with Treasurer			<u>164,546.88</u>			
Less total of deposits to official Cr.			10,872.66			
(not listed hereon)			<u>\$ 153,674.22</u>			

FIGURE 20.—Monthly depositary statement.

the official credit of the disbursing officer during the month. It also shows balance of last statement, total of checks paid, total deposits credited, and the balance on the last day of the month covered by the

## 321.2 ORGANIZATION AND OPERATION OF DISBURSING OFFICES

statement. Immediately upon receipt of this statement, the disbursing officer is required to stamp the copy of each check reported as "Paid," showing, with respect to each check, the month covered by the statement on which it appeared. (AR 35-180; AR 35-520.)

**321.2. Reconciliation of balance.**—The check writing section will then reconcile the check register balance shown at the end of the month covered by the statement with the balance reported by the Treasurer of the United States. This is accomplished by adding to the check register balance the total of outstanding checks to include the date of said balance *not* listed as paid on the statement and subtracting from the total the amount of deposits for which credit was

TREASURER, U. S.,		August 31		1942.	
Washington, D. C.					
Checking account, symbol		210680		report for August 1942	
My check-book balance at close of business		\$	148,241	34	
July 31, 1942					
Deposits entered on my check-book during			114,245	65	
August 1942					
Prior months' checks canceled, or adjustments*			22	66	
TOTAL			293,109	65	
Checks issued during August 1942			210,265	29	
Adjustments*					
My check-book balance at close of business		\$	82,844	36	
August 31, 1942					
*Explain on this card or by letter.		J. F. Doe (Signature)			
FORM 5584 TREASURY DEPARTMENT		J. F. DOE, Major, F. D.			

FIGURE 21.—Monthly statement of check book balances.

taken in the check register during that month but which are *not* listed on the statement. (AR 35-180.)

**321.3. Report of discrepancies.**—Disbursing officers will make prompt report to the Treasurer in case any discrepancy is found in the monthly statement referred to above. (AR 35-180.)

**322. Monthly statement of check book balance.**—Disbursing officers will forward to the Treasurer of the United States, Washington, D. C., promptly at the close of business on the last day of the month, Treasury Department Form No. 5584 (fig. 21).

**323. Statement of depository account and report of checks drawn.**—On or before the 10th of each month each disbursing officer will prepare a list of all checks drawn by him during the preceding month and immediately forward same to the General Accounting



Office, Check Section. The list of checks will be arranged in numerical order and will show the date, number, voucher number, payee, and amount of each such check. In lieu of this list, carbon copies of the checks may be submitted. In addition to the list or carbon copies of the checks, the information shown in figure 22 will be submitted on a separate sheet:

**STATEMENT OF DEPOSITARY ACCOUNT AND REPORT OF CHECKS DRAWN**

Checks drawn and statement of the depositary account of J. F. Doe  
(Disbursing Officer)

Symbol No. 210680 War Department, Finance Department, Fort Blank, Ind.  
(Station)

with the Treasurer of the United States (or other depositary) for the month

of August, 19 42:

Check book balance at close of business July 31, 19 <u>42</u>	\$ 148,841.34
Deposits entered on check book during August, 19 <u>42</u> as per attached list of certificates of deposit	114,245.65
Checks canceled during August, 19 <u>42</u>	22.66
Adjustments (explain individually)	
Total	293,109.65
Checks drawn during August, 19 <u>42</u> as per attached list or carbon copies of checks	210,265.29
Adjustments (explain individually)	210,265.29
Check book balance at close of business, August 31, 19 <u>42</u>	82,844.36
Deposits in transit for deposit to checking account, not yet credited (per list attached)	10,872.66

I certify that the above statement is correct and the list (or carbon copies of checks furnished which are true copies) of checks, includes all checks drawn by me on the Treasurer of the United States (or on a specially designated depositary to be named by the disbursing officer) under the symbol number and during the month stated.

J. F. Doe  
J. F. DOE, Major, F. D.  
(Disbursing officer)

FIGURE 22.—Statement of Depositary Account and Report of Checks Drawn.

### 324. Spoiled, voided, and canceled checks.

**324.1. Definition of "spoiled" check.**—A check that has been erroneously drawn or is not properly payable, or one where there has been an error made in its preparation and the check as well as the voucher on which it was drawn is still in possession of the disbursing officer, will be marked "Spoiled" and the date of such action will be shown thereon as well as on all copies thereof. (F. C. B-8.)

## 324.2 ORGANIZATION AND OPERATION OF DISBURSING OFFICES

**324.2. Definition of "voided" check.**—In the event a disbursing voucher is correct and only the related check is in error, and such error has been discovered after the voucher has been submitted to the Chief of Finance, the check will be marked "Voided," with the date of such action, and a substitute check issued therefor. The disbursing officer will furnish a full explanation to the Chief of Finance, and request that the check number on the related voucher be changed to agree with the substitute check which actually accomplished the payment. (F. C. B-8.)

**324.3. Definition of "canceled" check.**—When a voucher on which a disbursement by check was made has been submitted to the Chief of Finance, and it is later determined to have been erroneous and the amount not properly due the payee, as distinguished from cases where the check only is in error, such check when recovered will be canceled, providing the drawer is disbursing at the station of issuance. (See par. 324.5.) The date of cancellation will be shown on the check and copies on file. Checks will not be canceled after June 30 of the fiscal year following that in which drawn. (See par. 326.)

**324.4. Scheduling of canceled checks.**—All canceled checks will be listed on Standard Form No. 1098 (Schedule of Canceled Checks), on which will be shown—

- (1) Date of issue.
- (2) Check number.
- (3) Payee.
- (4) Disbursing officer's voucher number and reason for cancellation.
- (5) Amount.
- (6) Appropriation or fund to be credited (symbol and title in full, including allotment, serial and purpose numbers, and expenditure limitation involved).

**324.5. Procedure for cancellation when drawer not at station of issue.**—When the drawer is no longer disbursing at the station where the checks were drawn, any checks that should be canceled will be forwarded by letter to the General Accounting Office, Check Section. When such checks are to be canceled, there will be included with such letter a statement setting forth the reasons for cancellation, the check number, disbursing voucher number (with fiscal year), name of issuing officer, payee, appropriation to be credited together with the allotment and purpose number involved as well as the amount of the check to be canceled. A notation "Not deposited—Disbursing symbol account closed" will be indicated thereon. In case of checks pertaining to the National Guard (while under State control) there will also be shown a list by States alphabetically arranged

with a recapitulation of total amounts by States and appropriations. Notice of action taken by the General Accounting Office with reference to cancelation of checks will be sent to the proper administrative office, and to the drawer, if still disbursing, together with proper notice of any adjustment in the accounts necessary to the accomplishment of the action taken. (F. C. B-8.)

### 324.6. Disposition.

(1) *Spoiled and voided checks.*—Spoiled and voided checks, accompanied by a separate list thereof, in duplicate, will be forwarded by the disbursing officer to the General Accounting Office, Check Section, with the statement of depositary account and the list of checks drawn for the current month. One copy of the list will be receipted (by rubber stamp) and returned to the disbursing officer.

(2) *Canceled checks.*—Two copies of Standard Form No. 1098, together with the canceled checks, will be forwarded with the statement of depositary account and the list of checks drawn for the current month, to the General Accounting Office, Check Section. One copy of these will be receipted (by rubber stamp) and returned to the disbursing officer. (F. C. B-8.)

**324.7. Receipts.**—Receipts for checks sent to the General Accounting Office will be filed by the disbursing officer for presentation to The Inspector General at the time of the next inspection of his accounts.

### 325. Undelivered or returned checks.

**325.1. General.**—In all cases where undelivered or returned checks represent valid claims against the Government (excluding returned checks of deceased payees), the disbursing officer will, if unable to locate the payee within the time limit prescribed below, dispose of the checks as follows: Disbursing officers stationed within the continental limits of the United States will retain such checks for 3 months after the month in which drawn. All others will retain them for 6 months. At the expiration of those periods such checks will be promptly forwarded direct to the General Accounting Office, Records Division, by letter of transmittal in duplicate, containing a statement setting forth the name and symbol number of the disbursing officer and listing each check by number, date, amount, payee, payee's last known address, voucher reference, and nature of payment, that is, whether for salary, reimbursement of expenses, supplies furnished, etc. Where checks have been held because of indebtedness of payees, or for other reasons, separate letters of transmittal will be prepared for each payee, stating full particulars with reference to the indebtedness and citing previous correspondence with the General Accounting Office, if any, in

## 325.2 ORGANIZATION AND OPERATION OF DISBURSING OFFICES

connection with the case. Acknowledgement of receipt will be requested. (See par. 325.3.) (AR 35-560.)

**325.2. Checks of deceased payees.**—Returned checks of deceased payees will be immediately forwarded to the General Accounting Office, Claims Division, Liabilities Section. (AR 35-560.)

**325.3. Claims for proceeds of checks forwarded to General Accounting Office.**—If application is made to a disbursing officer by a payee or legal representative for the proceeds of a check that has been forwarded to the General Accounting Office, the disbursing officer will advise the claimant to file claim by autographed letter, or on Standard Form No. 1055 (Application for Payment of Amounts Due Deceased Incompetent Civilian Employees, Officers, and Enlisted Men in the Military Service, and Public Creditors of the United States) as the case may be. Such claims will be forwarded with a reference to the check involved, to the General Accounting Office, Claims Division, through the administrative office concerned, in order that an administrative report may be included. (F. C. B-8.)

**325.4. After close of succeeding fiscal year.**—No check will be held for delivery after June 30 of the fiscal year following that in which drawn. All checks coming into the possession of the disbursing officer after such date, regardless of whether the amounts thereof do or do not represent valid claims against the Government, and regardless of whether the drawer is or is not disbursing at the same station, will be immediately transmitted directly to the General Accounting Office, Claims Division, Liabilities Section. (F. C. B-8.)

**325.5. Upon closing of disbursing office.**—When a disbursing office is permanently discontinued, all issued checks that cannot be promptly delivered should be forwarded to the General Accounting Office, Records Division. (F. C. B-8.)

**326. Period of negotiability.**

**326.1. Scope.**—A check drawn by a disbursing officer remains negotiable for 1 full fiscal year after the close of the fiscal year during which drawn; that is, the 1 year is computed beginning with July 1, following the date of issue.

**326.2. Procedure by Treasury Department.**—Checks that have been outstanding for 1 full fiscal year after the close of the fiscal year during which drawn cease to be negotiable, but the rights of the payees, if otherwise valid, are not affected. The amounts of such checks are removed from the disbursing officer's credit by the Treasury Department and carried to an account known as "Outstanding Liabilities," there to remain available to meet claims by the payees of such checks. Where a check of this character is returned for reclamation

by a payee, it will be transmitted to the General Accounting Office, Claims Division, accompanied by a statement of the facts in the case. (AR 35-560.)

**327. Lost, stolen, or destroyed checks.**

**327.1. Request for stop payment by owner.**—When a person entitled to the proceeds of a check reports its nonreceipt, loss, or destruction, the disbursing officer will furnish him by letter with a full description thereof and date it was forwarded. He will also instruct the payee to the effect that if the check is not received or found within a reasonable time, the letter should be forwarded to the Treasurer of the United States over the payee's own signature and correct post office address, with a notation thereon stating that such check has not been received or has been lost or destroyed. If the check is drawn on a depository bank, the payee will be instructed to forward the letter to the depository and a copy thereof to the General Accounting Office, Records Section, bearing a similar notation as to its nonreceipt. If a complaint to the disbursing officer specifies loss or destruction of a check, the original complaint should be forwarded to the Treasurer of the United States and information given as to whether the check was indorsed by the payee. (F. C. B-8.)

**327.2. Action to be taken by Treasurer of the United States.**—Upon receipt of the letter indicated above, if the check is found to be outstanding, a form of application (Treasury Department Form No. 2244b), and in appropriate cases a bond of indemnity (Treasury Department Form No. 2244), will be prepared in the Treasurer's office and transmitted for execution by the claimant. The application or bond, when duly executed according to instructions, must be transmitted to the disbursing officer who issued the original check. (AR 35-600.)

**327.3. Affidavit of nonreceipt or loss of check by claimant.**—The affidavit, appearing in the form of application or bond of indemnity, must be executed by the claimant and submitted to the disbursing officer who drew the original check, giving the claimant's name and residence in full, describing the check and all indorsements thereon. It will also show the claimant's interest therein and detail the circumstances attending its nonreceipt or loss. The affidavit must be executed and sworn to before a notary public or other officer authorized by law to administer oaths for general purposes. If executed in a foreign country, the affidavit must be made before a notary public or before a diplomatic or consular officer of the United States.

**327.4. Issuance of duplicate check.**—After the expiration of 30 days from the date of the original check, and before the close of the

fiscal year following the fiscal year in which it was issued, the disbursing officer will prepare a duplicate check, which must be an exact transcript of the original, special care being taken that the number, date, and name of the payee correspond to those of the original. The brief on the application (Treasury Department Form No. 2244b) or bond (Treasury Department Form No. 2244), whichever is furnished by the Secretary of the Treasury, will be completed by the disbursing officer and together with the duplicate check will be forwarded to the Secretary of Treasury, Division of Bookkeeping and Warrants, for approval and certification of the duplicate check.

#### **327.5. Recovery of original check.**

(1) *Before issuance of duplicate.*—If the check has been recovered before a duplicate is issued, the Treasurer of the United States should be immediately notified and requested to rescind the order stopping payment of the check. Care should be taken that a full description of the check on which payment has been previously stopped is furnished.

(2) *After issuance of duplicate.*—In the event of the recovery of the original check, after the duplicate check has been issued, it must be surrendered to the Secretary of the Treasury for cancellation.

#### **328. Liaison with accounting branch.**

**328.1. Daily assignment of voucher numbers.**—Before processing checks it will be necessary for the check writing section to obtain from the accounting branch a block of disbursement voucher numbers to begin the day's business. The size of this block depends upon the type of vouchers to be paid; for instance, the commercial accounts will necessarily require considerably more voucher numbers than will civilian employees' pay rolls. All unused numbers toward the close of the day should be reported back to the accounting branch so they may be utilized for current cash vouchers. In smaller offices, however, the numbering of vouchers may be controlled by the check writing section.

**328.2. Assignment of voucher numbers for last day's business.**—In addition to assigning current numbers, it will be necessary about 6 to 10 days prior to the end of the month to secure voucher numbers in advance for the last day's business, which usually entails an extraordinary amount of checks, particularly where military personnel is being paid on individual vouchers. In assigning these numbers due consideration should be given to the volume of business in the intervening period. As the last day draws near, close cooperation should be made with the accounting branch to see that the gap of numbers still unused can be tied in readily with the last day's business,

in order that no voucher numbers need be skipped in the month's account.

**328.3. Daily report of checks drawn.**—At the close of each day a report of checks drawn showing the following data will be furnished the accounting branch:

### CHECKS DRAWN

-----  
(Date)

On vouchers:

Check Nos. ----- to ----- \$-----

Check Nos. ----- to ----- -----

For cash:

Check No. ----- -----

For cash:

Check No. ----- -----

For agents:

Check Nos. ----- to ----- -----

For agents:

Check Nos. ----- to ----- -----

For deposit to Treasurer of the United States

Check Nos. ----- to ----- -----

Transfers to others, Check ----- -----

Total drawn this date ----- -----

Previously drawn during month ----- -----

Accumulated total date ----- -----

Summary of checks used:

Check Nos. ----- to -----

Check Nos. ----- to -----

Less spoiled or voided:

Check No. ----- Check No. ----- Check No. -----

Check No. ----- Check No. ----- Check No. -----

Check No. ----- Check No. ----- Check No. -----

**328.4. Checks for delivery to payee.**—Checks for payment of pay, travel, and other allowances and commercial accounts to be forwarded to the payees will be mailed to the payee's address of record by the check writing section. When checks are to be called for in person, the delivery of such checks should be delegated to the cashier, but he should make delivery only upon positive identification of the payee as provided for in paragraph 224.6. (AR 35-120.)

## SECTION IV

## PROPERTY AUDITING SECTION

**329. Special personnel.**—The actual details of auditing work should be performed to the fullest extent practicable by commissioned or qualified warrant officers, or under their personal direction. When qualified commissioned or warrant officer personnel are insufficient to conduct audits, AR 35-6740 authorizes actual details of audits to be performed by certain noncommissioned officers or qualified civilians under the supervision of a commissioned or warrant officer property auditor *or* under the direction of the service command finance officer, in *both* of which cases the certificates of audit and related papers are signed by the commissioned officer or warrant officer responsible for the audit. Specifically, when audits are conducted under the supervision of a commissioned or warrant officer property auditor, the certificates of audit, etc., should be signed by such officer or warrant officer property auditor. Likewise, when audits are conducted under direction of the service command finance officer, he should sign the certificates of audit. Auditors or assistant property auditors may be assisted by enlisted men or civilians detailed to perform duty under their immediate direction. (AR 35-6740.)

**330. Auditor file.**—Finance sections of service commands will maintain in their offices separate and distinct files of data pertinent to the various property accounts within their respective areas. These files will contain shipping tickets, receiving reports, certificates of audit, results of physical inventory made at previous audit, records of transfers of property accounts, and copies of such other vouchers, forms, and pertinent data as are required. When an audit of a property account has been made and no discrepancies are found, all files in the possession of the service command pertaining to previous audits of the same account will be placed in a dead file. When the accumulation of records in the dead file warrants, the commanding general of the service command will forward a report to The Adjutant General setting forth the quantity and giving a detailed description of all records that have been in the dead file for more than 2 years. The Adjutant General will have the necessary action taken to dispose of the records.

**331. Progress reports.**—The War Department, at such times as may be necessary, will call on the commanding generals of the service commands for reports showing the status of the audit of, and other necessary information relating to, all property accounts for which they are responsible. (AR 35-6740.)



**332. Issuance of Certificates of Audit.**

**332.1. Copies and disposition of Certificate of Audit.**—Upon completion of an audit, the auditor will prepare W. D., F. D. Form No. 50 (Certificate of Audit) in triplicate, except as provided in paragraph 332.5 when four copies will be prepared, for each accountable officer concerned, and will forward all copies to the commanding general of the service command responsible for the audit of the account. When the detailed work of an audit is performed by an assistant property auditor, the name of such assistant property auditor will be typed on the Certificate of Audit on a line with and to the left of the designation of the property auditor who signs the certificate.

**332.2. Review of Certificate of Audit.**—The commanding general of the service command will cause the Certificate of Audit to be reviewed by the chief of the finance section on his staff, and if it shows that the property account concerned was found to be correct or that all discrepancies discovered were adjusted prior to completion of the audit, or when it is evident that the discrepancies require no immediate action, as for example, in case of suspended incomplete shipping tickets, the triplicate copy of the certificate will be sent to the accountable officer, through his commanding officer, the duplicate copy will be filed in the auditor's file, and the original copy will be forwarded directly to the Chief of Finance without a letter of transmittal.

**332.3. Adjustment of discrepancies and disposition of Certificate of Audit.**—When a Certificate of Audit shows discrepancies which remain unadjusted at the completion of the audit, following its review by the chief of the finance section of the service command, the original copy will be forwarded directly to the Chief of Finance, the duplicate filed, and the triplicate copy transmitted by letter to the commanding officer of the station where the account is located. The commanding officer will deliver it to the accountable officer concerned who will indorse on the letter of transmittal the action taken or to be taken to adjust the discrepancies, and return same to the commanding general of the service command through the same channels it was received.

**332.4. Commanding general of the service command to require adjustment of discrepancies.**—The commanding general of the service command will require the discrepancies reported on the Certificate of Audit to be adjusted within a reasonable time. When all the discrepancies have been satisfactorily adjusted, a superseding Certificate of Audit will be issued, making reference to the date and

## 332.5 ORGANIZATION AND OPERATION OF DISBURSING OFFICES

serial number of the original certificate and stating that all discrepancies reported thereon have been adjusted. The superseding certificate will be prepared in triplicate and distributed as provided for the original certificate in paragraph 332.2.

**332.5. Unadjusted discrepancies pertaining to former accountable officer.**—When a Certificate of Audit showing unadjusted discrepancies pertains to the property accountability of a former accountable officer who has since been transferred to another station, the certificate will be prepared in quadruplicate and the quadruplicate copy furnished to the former accountable officer. The original, duplicate, and triplicate copies will be disposed of as provided in paragraph 332.3, except that the triplicate copy will be delivered by the commanding officer to the officer then in charge of the property account, who will take the necessary action to adjust the discrepancies, including preparation of reports of survey, etc., which will be sent to the former accountable officer for signature and the addition of any evidence he may desire to submit. Upon final adjustment of discrepancies in such a case, the superseding Certificate of Audit will be prepared in quadruplicate, and the quadruplicate copy will be sent to the former accountable officer concerned. (AR 35-6740.)

**332.6. Audit of Reserve Officers' Training Corps account.**—If an audit of the property accounts of a Reserve Officers' Training Corps unit discloses shortages of property, an additional copy of the Certificate of Audit showing the discrepancies will be prepared and furnished to the Reserve Officers' Training Corps officer at service command headquarters for his information and any action he may deem appropriate.

**332.7. Discrepancies not adjusted from prior Certificate of Audit.**—When discrepancies reported on a prior Certificate of Audit have not been adjusted at the time of completion of a subsequent audit of the same account, the following notation will be placed on the Certificate of Audit covering such subsequent audit:

"Discrepancies noted on Certificate of Audit No. \_\_\_\_\_ dated \_\_\_\_\_, 19\_\_\_\_, have not been adjusted; or the following items thereof remain unadjusted: \_\_\_\_\_."

(AR 35-6740.)

## SECTION V

## MAIL AND FILES SECTION

**333. Distribution of incoming mail.**—Whenever possible, and depending upon the amount of work in an office, arrangements should

be made by which mail may be received at least  $\frac{1}{2}$  hour before the general opening hour, so as to permit distribution to the various operating branches at opening time. It has been found advisable to have a set system as to time of delivery of mail within an office. By so doing, little confusion or disruption is caused which might impede the steady flow of vouchers that are being paid.

**334. Recording and dispatching of outgoing mail.**—The administrative branch opens and distributes all incoming mail, dispatches all outgoing mail except checks, records incoming and outgoing registered mail, files currently all Army Regulations and other publications, and maintains a subjective index of all decisions, instructions, etc., for the information of all concerned.

**335. Routine correspondence.**—Most of the correspondence in a typical finance office relates to particular accounts or vouchers with no value as a precedent in the future operation of the office, and therefore should logically be filed with the account or voucher to which it pertains.

**336. Filing system.**

**336.1. General correspondence files.**—Correspondence which does not set a precedent should be placed in a general file of the office under appropriate subjective topics where it will be readily available for reference at any future time.

**336.2. Precedent file.**—A precedent file will be established in each office in which will be filed copies of all decisions, opinions, and unusual cases which may be valuable in the future for guidance of the office in similar cases. Under the Dewey Decimal System the file number 008 is arbitrarily selected and designated as the number under which these documents will be filed. Decisions and opinions may arise under any or all of the subjects of the classification, and when they do, copies of indorsements, letters, orders, etc., containing decisions showing the particular file number of the classification under which the decision has arisen will be filed under the number (008) selected to hold the precedent file. The copies of the decisions, opinions, etc., filed under this number will be placed so that the papers with the smaller file numbers are in front, running to the larger file numbers in the back, arranged in the same order as the file numbers are arranged in the classification. Some offices deem it advisable to maintain extracts of the precedent file on 3 by 5 index cards.

**336.3. Dewey Decimal System.**—Some years ago the War Department adopted the Dewey Subjective Classification Decimal System of filing and published what was then quite a complete index and guide to the filing of all classes of military correspondence. The basic

plan of the Dewey Decimal System is excellent, and the index is quite satisfactory. However, conditions change rapidly and it is necessary to augment the index by adding thereto such new topics as arise from day to day. It is quite essential that the disbursing officer have immediately available a file containing all correspondence of a general nature and also records of or reference to all precedent cases. The clerk placed in charge of the files must thoroughly understand the theory of the Dewey Decimal Classification System and must be inquisitive, observing, persistent, and diligent. In filing each paper, there should ever be in his mind the question, "Will I be able to procure this paper when called upon to do so?" One single communication may touch upon two or more distinct subjects. In such cases liberal use should be made of cross-reference subjects. It is most important that a good correspondence file be maintained in every disbursing office. Instruction in the use of the Dewey Decimal System is found in a War Department publication entitled "War Department Correspondence File."

**336.4. Memorandum voucher files.**—When the physical arrangement of the office is such as to permit it, all memoranda copies of paid vouchers should be kept in a central file in numerical order, under the control of one individual, devoting whole or part time to that work. The volume of work in one of the larger offices justifies and necessitates the employment of one clerk exclusively for the task of maintaining the voucher files. Whenever a voucher is withdrawn for any branch, section, or individual, a suitable charge card (fig. 23) should be placed in the file in its place. Charge cards may be made in a form permitting repeated use of the same form.

**336.5. Posting files and indexing publications.**—All payments made by disbursing officers must conform with all laws, regulations, decisions, and accounting instructions in force at the time they are made. These laws, regulations, etc., are constantly changing. The efficiency of any finance office depends very largely upon the prompt and systematic filing and indexing of the constant flow of pertinent publications. It is very important that all such publications be posted to the appropriate regulations, decisions, etc., in order that an individual, when looking at such regulation, may be able to find the latest change without unnecessary delay. Practically all of these publications should be available in the administrative branch for general reference. In addition, many of those most frequently used should be readily available in each of the other branches in the office.

**337. Blank forms and form letters.**—To expedite the work in a disbursing office, it is necessary to set up several types of form letters

## FUNCTIONS OF ADMINISTRATIVE BRANCH

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[illegible]

**FIGURE 23.—Charge card for voucher file.**

to speed up the work and to aid in obtaining supporting papers when not furnished at the time the voucher is received for payment; also for calling attention of the payee to any deficiency or error noted in the examination of an invoice, which must be cleared up before payment may be made. This method gives the complete record of any voucher for which payment is held up and furnishes a ready reference in case inquiry is made at any time. As conditions and requirements change from time to time, it is well to limit the supply of all form letters reproduced. The needs of the office should be determined, and the supply of the form letters restricted to a period of 2 or 3 months at any one time. As changes occur, a memorandum thereof should be filed with the copy of the form letter, to be included at the time of the next revision or reprinting. Restricting the supply on hand to the minimum requirements will prevent the necessity of typing or stamping additions or changes on an excessive supply, and better serve the purpose for which intended.

## CHAPTER 4

## FUNCTIONS OF ACCOUNTING BRANCH

**401. Sections of accounting branch.**—The work of the accounting branch may be divided according to the principal functions of the branch. In a large disbursing office there should be in the accounting branch a small group corresponding to each of these major functions, each under the direct supervision of the principal clerk. In smaller offices the sections may be combined and the work delegated to particular individuals. The principal sections of the accounting branch are—

- (1) Abstract section.
- (2) Cash book and cash blotter section.
- (3) Accounts current and related papers section.
- (4) Special deposit section.
- (5) Agent officers section.

**402. Duties of abstract section.**—Individuals who are assigned to the abstract section of the accounting branch will maintain the W. D., F. D. Form No. 51 (Schedule of Disbursements) and the W. D., F. D. Form No. 52 (Schedule of Collections).

**402.1. Schedule of disbursements.**—All vouchers on which disbursements are made, whether by check or cash, including “No Payment” vouchers, will be listed on the Schedule of Disbursements, showing amounts paid by check, by cash, and total amounts disbursed. The schedule for each day or period will show a total for each money column on the last sheet. Immediately under these totals will be shown the prior day’s accumulated totals, and under this, “Totals to date.” The “Totals to date” on the schedule prepared for the final day of the accounting period which reflect disbursements from Army Account of Advances and Special Deposits must agree with the total shown in column 8 on the face of the Standard Form No. 1019 (Account Current). Transfers from Special Deposits, also stated on the schedule, must agree with the Special Deposit entries in column 10 of the Account Current.

**402.2. Schedule of collections.**—W. D., F. D. Form No. 52, a debit voucher to the Account Current, is prepared daily, except in certain instances outside the continental limits of the United States, and is used for listing all funds received, whether by collections on

paid vouchers or by cash receipts, except those pertaining to Class A Pay Reservation Account, Treasury Accountable Warrants, and transfers from other disbursing officers. Those disbursing officers who do not submit daily reports submit accounts on a weekly and/or monthly basis.

#### **403. Cash book and cash blotter section.**

**403.1. Purpose of Cash Book.**—Each disbursing officer will keep a cash book using W. D., F. D. Forms Nos. 2 and 2a (Cash Book) or W. D., F. D. Form 2b (Cash Book) for this purpose, and will enter therein daily all transactions covering the receipt and disbursement of public funds so that his account will be in proper condition for inspection at the close of any day. The Cash Book will be used as the office record for posting data pertaining to receipts, transfers, disbursements, and deposits of all funds in the prescribed manner at the time of such receipts, transfers, disbursements, and deposits. The account will be balanced with the check register and cash on hand at the close of each day's business. The balance of the check register plus the balance of the cash blotter must equal the balance of the Cash Book.

**403.2. Balancing Cash Book.**—The Cash Book is totaled and balanced at the end of each accounting period. The sum of the debits under the various column headings must equal the sum of the entries made in the debit side of the total column, which must never be less than the total of the credit side of that column. Likewise, the sum of the credit side of the various columns must equal the sum of the entries made in the credit side of the total column, but must never exceed the total of the debit side of that column. The balance thus determined is then carried forward to the debit side of the appropriate columns of a new page in the Cash Book, marking the beginning of a new accounting period. A reproduction of the prescribed form of Cash Book is shown in Finance Circular B-6.

**403.3. Cash blotter.**—A daily record of all cash transactions will be kept in a book designated "cash blotter," which will be so arranged as to show readily all cash receipts, disbursements, transfers, deposits, etc. For this purpose, any blank book containing ruled columns, such as W. D., F. D. Form No. 2b may be utilized. For the purpose of facilitating the preparation of the Account Current, all entries will be made as debits or credits, as the case may be, under columnar headings similar to those appearing on the reverse of the Standard Form No. 1019. A reproduction of the cash blotter is shown in Finance Circular B-6.



**403.4. Posting to cash blotter.**—The cash blotter deals only with actual cash, or checks which are considered as cash, received, actual cash disbursed, or cash and checks deposited as cash. Generally, all debits are posted first, followed by all credits. It will be noted that the cash blotter has three distinct ledger accounts namely “total,” “disbursing,” and “collection account.” The total account is the controlling account of the cash blotter. All increases or decreases in cash will be shown as either debits or credits in the total column. Also, all cash payments are posted in the total column and disbursing accounts as credits. Generally, vouchers that are paid in cash are recorded as one entry, grouping together several vouchers or all vouchers that were paid in cash that day. Disbursing officers receiving cash as a collection will take up such amount in the debit column of the total account and also as a debit in the collection account. Likewise, when collection cash is deposited, appropriate credit entries will be made under these headings. By maintaining such a cash blotter the disbursing officer will at all times be able to determine the total cash collections and/or total cash payments for any particular period, as well as the amount of cash that should be on hand.

**403.5. Liaison with cashier.**—For any particular day the balance of cash in the hands of the cashier plus the cash held by the disbursing officer plus the cash in hands of agent officers and the cash advanced to sales officers for making change must equal the balance of cash on hand as shown on the cash blotter. (AR 35-120.)

**403.6. Balancing cash blotter.**—The debits of the collection account and the disbursing account should equal the total of the debits in the total account. The credits of the collection account and the disbursing account must equal the total credit of the total account. In other words, the difference between the collection account (debits less credits) plus the difference (debits less credits) in the disbursing account must equal the difference (debits less credits) of the total account.

**404. Accounts current and related papers.**

**404.1. Account current.**—Standard Form No. 1019 is a consolidated statement of the account of an accountable disbursing officer with the United States. It is prepared at the end of each month or other accounting period. The information shown on this form is practically a transcript of the Cash Book and cash blotter. The Account Current is sent in duplicate (original and one carbon) to the Chief of Finance for administrative examination, and after completion of such examination it is forwarded by that office to the General Accounting Office for final audit.

**404.2. Supporting papers to Account Current.**—Pertinent abstracts, schedules, and other papers in evidence of receipt or payment of funds will be filed with the Account Current in support of the various entries thereon. The abstracts, schedules, and other papers referred to are as follows:

(1) *Schedule of accountable warrants (war warrants).*—This schedule consists of a list of War Warrants (Treasury Department Forms No. 5254-A), placing funds to the credit of the disbursing officer.

(2) *Schedule of transfers from others.*—Amounts transferred from other disbursement officers will be supported by War Department Form No. 326 (Invoice of Funds Transferred), and a schedule listing such transfers.

(3) *Schedule of disbursements.*—This schedule, listing all disbursement vouchers, is prepared and forwarded daily to the Chief of Finance, Accounting Division, and is not an inclosure to the Account Current. However, the schedule supports the disbursements shown on the Account Current.

(4) *Schedule of deposits, Treasury Department Form No. 1 (revised).*—A list will be prepared showing all Treasury deposits made on Treasury Department Form No. 1 (Certificate of Deposit) and will be inclosed with the Account Current when sent to the Chief of Finance, Accounting Division.

(5) *Schedule of transfers to others.*—Amounts transferred to other disbursing officers will be supported by a schedule of transfers to others, and will include War Department Form No. 327 (Cash Receipt for Funds Transferred) when transfers are made in cash.

(6) *Schedule of collections.*—This schedule, in duplicate, is sent daily to the Chief of Finance, Accounting Division, and does not accompany the Account Current; however, it supports the collections shown on the Account Current.

(7) *Schedule of deposits, Treasury Department Form No. 6599.*—A list of deposits which were made on Treasury Department Form No. 6599 to the disbursing officer's official credit will be prepared and inclosed with the Account Current when sent to the Chief of Finance, Accounting Division. This list is not necessary if the deposits are listed by number on the reverse of the Account Current.

(8) *Cash in hands of, or in transit to agents at close of accounting period.*—This is a schedule showing the name and station of the agent officers, cash balances in their hands, and the amounts in transit to each, together with properly accomplished W. D., F. D. Form No. 45 (Funds Intrusted to Agent) or W. D., F. D. Form No. 45b in support of the entries on the schedule.

**404.3. Supporting papers.**—Supporting papers which accompany the Account Current will not be pasted, pinned, or in any way fastened to the Account Current. (AR 35-1100.)

**404.4. Check register.**

(1) *Purpose.*—The disbursing officer's check register will be kept in condition for inspection by an inspector general or other authorized inspector at any time. This register is maintained in order that the disbursing officer may know the status of his checking account with the Treasurer of the United States.

(2) *Record maintained.*—The disbursing officer will maintain a record showing all debits and credits with an explanation of such entries affecting the checking account.

(3) *Posting total of checks drawn.*—Disbursing officers generally post the total of all checks drawn on vouchers throughout the day as one entry in the record maintained in their offices. All other entries affecting the check register will be posted individually to such record.

(4) *Carbon copy of checks.*—The carbon copy of the checks drawn will become a part of the check register when posting is done as explained in (3) above.

(5) *Depository statement.*—Disbursing officers receiving their monthly depository statement will stamp the carbon copy of the check "paid" and also insert on it the date of the depository statement on which the check was shown as paid.

(6) *Undelivered, spoiled, voided, or canceled checks.*—The carbon copy of all checks which are sent to the General Accounting Office as undelivered, spoiled, voided, or canceled will be stamped to show the disposition made of the checks and the date they were transmitted to the General Accounting Office.

(7) *Liaison with check writing section.*—The check writing section will report to the accounting branch at the close of each day the total of checks drawn, in order that the accounting branch may be able to prove the balance with the Treasurer of the United States.

(8) *Monthly footings of check register.*—The checks drawn throughout the month will be totaled; all deposits by various means will also be totaled and a balance struck showing the amount on hand in the check register at the close of business on the last day of the accounting period. This balance will be carried forward as a debit to the new check register for the next accounting period.

**405. Special deposit account section.**

**405.1. Purpose.**—The purpose of a special deposit account is to provide the disbursing officer with an account in which he may take up funds received from various sources and the disposition of which is

unknown at the time of receipt of such funds. All collections made by reason of Class A pay reservations are also taken up and accounted for as "special deposits," but held separately as "Class A Pay Reservations." (F. B. 129, 1942.)

**405.2. Description.**—The special deposit account is carried under the regular disbursing symbol and when payments of such money are made, a check is drawn decreasing the special deposit account.

**406. Agent officers' account section.**

**406.1. Accurate account to be maintained.**—Each accountable disbursing officer will keep an accurate account of the funds intrusted by him to each agent officer operating under him, so as to show at all times the balance of such funds in the agent officer's possession. The balance of funds in the agent officer's possession will be considered as cash, and no credit will be allowed for vouchers paid until they have been accepted by the disbursing officer. It should be borne in mind that the disbursing officers, as well as their agent officers, are pecuniarily responsible to the United States for funds intrusted to such agent officers, and the necessity for a close supervision of these accounts cannot be too strongly emphasized. There should be maintained a signature card file for all officers, and also a record of the dates of the bonds of each, who act in the capacity of agent officers. It has been found very convenient to maintain both records on a single card. (F. C. B-7.)

**406.2. Appointment of agent officers.**—Many times agent officers are appointed to act as agents who are required by law or regulations to be bonded, but who in fact are not bonded, and a disbursing officer who advances funds to such an officer does so at his own peril. Many times the time factor is such that immediate action must be taken by radio, telegraph, or telephone in order to avoid delay in payment of an entire command. Hence, it is most important that such cases be brought immediately to the attention of the disbursing officer in order that the commanding officer concerned may be advised and requested to appoint a qualified officer to act as agent officer.

**406.3. Mailing checks to agent officer.**—Checks must be mailed early enough to permit the agent officer to obtain funds from the bank in time to make payments on the required date, yet not too many days in advance.

**406.4. Instruction to agent officers.**—Agent officers should be instructed in the preparation of returns which they must render to the accountable disbursing officer. At any one time agent officers will render one report for all the vouchers returned to the accountable disbursing officers, but it is well to have separate letters of transmittal in duplicate for the various classes of vouchers, as they pertain to

the various sections in an office, that is, officers' pay section, enlisted pay section, travel allowance section, and civilian pay section. This arrangement facilitates and expedites the audits of the agent officer's vouchers in the various sections of the pay and allowance branch. After the vouchers have been given a disbursing voucher number in the parent office, such numbers should be recorded on a copy of the letter of transmittal, and returned to the agent officer for future reference, should the occasion arise.

#### **407. Deposit section.**

**407.1. To disbursing officer's official credit.**—Whenever the disbursing officer or his assistant finds that he has a surplus of cash in his office, he should deposit such surplus to his official credit in the local depository. The deposit section will prepare Treasury Department Form No. 6599 to cover the amount to be deposited. The accountable disbursing officer or one of his bonded assistants will make the deposit in the local depository. Treasury Department Form No. 6599 will be given a serial number commencing with No. 1 at the beginning of each fiscal year, upon renewal of bond, or when an accountable officer is newly entering upon disbursing duty.

#### **407.2. To credit Treasurer of the United States.**

(1) *Receipts and collections.*—All receipts and collections received by a disbursing officer must be deposited to the credit of the Treasurer of the United States. There are various classes of such deposits, namely, Army Account of Advances, Trust Funds other than Civil Service Retirement and Disability Funds, and Civil Service Retirement and Disability Funds. Trust Funds and Civil Service Retirement and Disability Funds must be deposited with the Treasurer of the United States at least twice a month, on the 15th and on the last of the month, or as soon thereafter as practicable, but not later than the 4th day of the month succeeding that in which the collections came into the hands of the disbursing officer. Treasury Department Form No. 1 (revised) will be prepared for the purpose of making these deposits, there being separate deposits for each class named herein.

(2) *Unexpended balances.*—When the disbursing officer finds that he has a surplus working fund or is about to close his account, he will deposit such funds to the credit of Army Account of Advances as unexpended balances. Such deposit will be made on Treasury Department Form No. 1 (revised).

(3) *Numbering of Treasury Department Form No. 1. (revised).*—Disbursing officers making deposits on Treasury Department Form No. 1 (revised) will begin a new series of numbers, commencing with No. 1 at the beginning of each fiscal year, upon renewal of bond,

## 407.2 ORGANIZATION AND OPERATION OF DISBURSING OFFICES

or when newly entering upon disbursing duty, for each of the following classes of deposits:

Army Account of Advances (unexpended balances).

Army Account of Advances (collections).

Trust Fund receipts.

Civil Service Retirement and Disability Fund.

Immediately after the serial number, shown on Form No. 1, the following identification will be shown:

(AAA—U. B.)

(AAA—Col)

(TF)

(CSRD)

## CHAPTER 5

## FUNCTIONS OF PAY AND ALLOWANCE BRANCH

## SECTION I

## ORGANIZATION

**501. Objective.**—It has been said that the reputation of a finance office with the military and civilian personnel of the Army is made by its pay and allowance branch. The importance of prompt payments and courteous, tactful, and efficient service is therefore obvious. It will also be found that the fluctuation of the work load of the branch requires careful and intelligent planning to accomplish the mission.

**502. General scope of duties.**—The pay and allowance branch is charged with the processing for payment of all vouchers of pay, allowances, and travel expenses, including mileage, of all personnel, both military and civilian. In addition, when discrepancies in such accounts are reported, either by the Chief of Finance in his administrative examination of the disbursing officer's accounts or by the General Accounting Office in notices of exceptions, it is the duty of the branch personnel to take immediate steps to clear such discrepancies.

**502.1. Contact with individuals.**—Since the pay and allowance branch deals with the problems of individuals, it is desirable that its personnel be properly trained in meeting the public. Whether these contacts are in the form of correspondence or of interviews, it should be remembered that the problems are personal to the individual concerned; that their disposal sometimes results in delicate situations. At the same time, vouchers should not be paid with doubtful points pending because such procedure may only bring notices of exceptions from the General Accounting Office with suspension of credit for the payments made.

**502.2. Preparation of vouchers.**—Generally the disbursing officer does not prepare vouchers processed in the pay and allowance branch. Officers are responsible for the preparation of their own vouchers (usually prepared in the personnel office) and those of enlisted men are prepared from service records by the personnel office. However, finance office personnel should be prepared to give advice and instruction in voucher preparation, especially for new or unusual vouchers, or assist transient personnel in every way by either preparing

their mileage and per diem accounts for them or affording them the use of the facilities of the finance office.

**503. Commissioned assistant in charge.**—If the disbursing office is large enough to have more than one commissioned assistant, it is desirable that a commissioned officer be placed in charge of the pay and allowance branch. A commissioned assistant can meet other commissioned personnel on a common plane, and his explanations, where payments are not in order, are generally accepted with finality. The officer in charge has the duty of examining and approving all vouchers passed for payment and of signing all routine correspondence. Correspondence directed to higher authority or that involving new problems should be prepared under his direction for the signature of the disbursing officer. The officer in charge is directly responsible to the finance officer for the activities of the branch.

**504. Functions of principal clerk.**

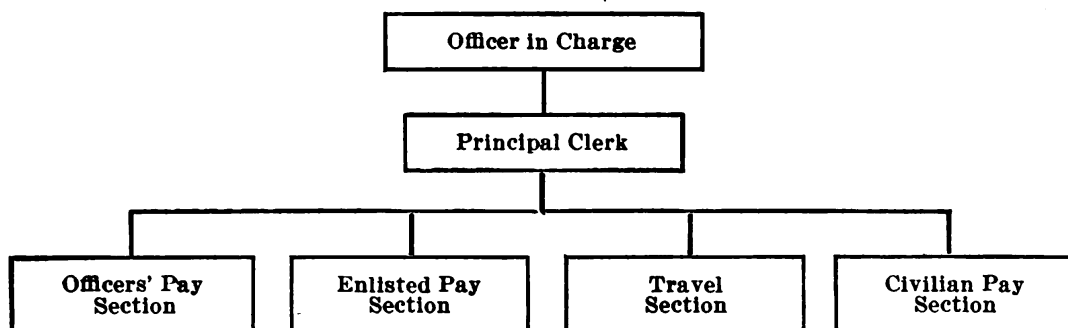
**504.1. Advisory capacity to officer in charge.**—The principal clerk is the assistant to the officer in charge. He is required to review all branch correspondence prior to its submission to the officer in charge; he acts as the officer's consultant and technical adviser, and performs such related duties as are specifically assigned to him by that officer.

**504.2. Regulation of flow of work.**—The interchange or redistribution of personnel within the branch is handled by the principal clerk who determines the distribution on the basis of each day's requirements. Production quotas may be set for the various periods of the month in order that the flow necessary to complete the month's work in the time allotted is obtained. The principal clerk should keep these quotas well in mind and endeavor to let nothing interfere with their realization. Also he must have in mind the capabilities and experience of the personnel working under him if each is to be used to the best advantage.

**504.3. Dissemination of instructional material.**—All new Army Regulations, War Department Bulletins and Circulars, Finance Circulars and Bulletins, Decisions of the Comptroller General, and other directives should pass over the desk of the principal clerk. He abstracts the pertinent data from such material and distributes it to the sections interested. Within his branch the principal clerk is responsible for the proper filing of all new printed or mimeographed matter. Finally, he is held responsible that personnel of the branch is informed of all changes and is given new information which the branch must have in order to function as required.



**505. Subdivision into sections.**—The pay and allowance branch is charged with processing many diversified and unrelated classes of accounts which are governed by a multiplicity of laws, regulations, decisions, and miscellaneous instructions; therefore, it must train specialists in order to reach peak production. This is best accomplished by sectionalization. A suggested organization of the branch is shown in the chart below.



Each section is headed by a clerk who is responsible to the principal clerk for the proper functioning of the section.

**506. Sectional assignment of clerks.**—When personnel is assigned to the branch each individual should be interviewed for the purpose of ascertaining his educational background, business training and experience, military experience, and particular capabilities. Such data provide a ready means of determining the sectional assignment for which the individual is best suited. For example, a person having had experience as a railroad route clerk should make a capable clerk in the travel section; one with previous military experience or training would probably best fit in the enlisted pay section. Individuals who, in addition to possessing necessary technical qualifications, have a pleasing personality and appearance as well as the ability to work under pressure, should be selected for assignment to duties in those sections required to deal with large numbers of callers. New personnel, after being given general instructions by the principal clerk as to the duties to which assigned, should be turned over to the section head for further training and instruction, and if possible, paired with experienced individuals for actual work.

## SECTION II

### OPERATION

**507. Classes of accounts handled by sections.**—When vouchers are received in the branch they should be examined by the

principal clerk and divided into four groups corresponding to the four sections of the branch and promptly routed to the section heads. The latter will assign the work to the individuals.

**508. Officers' pay section.**—The officers' pay section processes vouchers for the pay and allowances of commissioned officers, Army nurses, warrant officers, flight officers, contract surgeons, and officers of the Women's Army Auxiliary Corps. In addition to officers stationed at the post, the section handles vouchers for transient officers, for example, those on leave or changing station.

**508.1. Individual pay cards.**—An individual W. D., F. D. Form No. 3 (Pay Card—Commissioned Officers) is maintained for each officer served. On each card is entered pertinent information which includes: name, rank, organization, serial number, station name and number, reference to orders covering present duty assignment, name and address of officer's wife or dependents, method of payment desired (if by check the address where check is to be sent), length of service and pay period, reference to order authorizing flight pay, reference to voucher with which statement of service filed, information as to allotments, insurance and pay reservation deductions, and reference to vouchers with which other substantiating certificates are filed. Each voucher processed in the section is posted to the pay card so that an officer's pay card becomes a complete record of all payments made to him.

**508.2. Signature cards.**—The branch maintains a file of signature cards (War Department Form No. 35) which are signed in the presence of witnessing officers for purpose of identification of officers submitting vouchers. The signatures on vouchers submitted are checked against those on the signature cards.

**508.3. Method of work.**—If the section is to function smoothly, there should be a definite procedure established and maintained. The clerk in charge of the section is responsible for this. Conditions in different offices may necessitate modifications but a general method is suggested which may be altered as necessary. The vouchers are received by the clerk in charge, who sees that the date and time of receipt are stamped on the voucher, then distributes them to the personnel in the section. Large sections may be subdivided in an alphabetical arrangement. Vouchers are first compared with the signature cards for authenticity of signatures. Computations are made and the data contained on the vouchers are recorded on the pay cards. Individuals making or checking computations and those who verify the data should place their initials on the duplicate voucher in order that responsibility for each operation may be fixed. Each voucher

should be computed by one individual and checked by another, or better, the original and duplicate vouchers should be separately computed and then compared. At the proper time the vouchers, with pay cards attached, are sent to the check writing section. There the vouchers are numbered, the corresponding numbers noted on the pay cards, and the pay cards returned to the officers' pay section for file.

**509. Enlisted pay section.**—The function of the enlisted pay section is that of processing for payment all vouchers covering pay and allowances of enlisted men. Such vouchers include ration and savings accounts and commutation of rations for the sick in hospital. The section is headed by a clerk designated as the "section head." He supervises the work of the clerical force of the section, furnishes the report of attendance to the principal clerk of the branch, distributes the section mail, assigns the work to be done, looks into cases of questionable vouchers and discusses them with the principal clerk if necessary, answers telephone inquiries dealing with the work of the section, supervises preparation of replies to correspondence, prepares replies to notices of exceptions from the General Accounting Office, trains new personnel, and compiles data pertaining to the section for various reports.

**509.1. Individual pay record cards not maintained.**—Individual pay record cards are not maintained for enlisted men; therefore, the disbursing officer must rely primarily on the administrative certificate as to the correctness of the vouchers. Additional precautions to prevent duplicate payments should be taken when claims are made for pay and/or allowances for a period prior to the current month. In such a case prior pay rolls of the individual's organization should be checked to establish the fact the payments claimed for preceding months have not been previously made. Military pay roll record cards should be maintained for each organization in a manner similar to that of officers' pay cards.

**509.2. Flow of work.**—Pay rolls are prepared in quadruplicate by the personnel office. The original and duplicate are forwarded to the finance office, the third copy retained in the personnel office, and the fourth copy is sent directly to The Adjutant General, in lieu of a roster. When received in the finance office the pay rolls are stamped to indicate the time and date received in order to fix responsibility in the event of delay. The pay rolls are received by the clerk in charge of the section, who assigns the original roll to an experienced clerk and the duplicate to one of less experience for computation. The individual who computes the original pay roll is also charged with checking signatures of certifying officers on the roll with

signature cards, and checks for proper certificates, proper dating, signatures of payees, and any necessary supporting papers.

When each clerk, working separately, has computed his copy of the roll, he initials it on the reverse of the last sheet of his copy and returns it to the section head. Wherever possible, the section head then appoints two other clerks to compare and check the computation, signatures, and certificates. Any errors discovered should be brought to the attention of the original computers; if differences are found, appropriate adjustments should be made and correct figures entered. When both copies are reconciled in every detail, they are initialed by the checkers on the reverse side of the last sheet and returned to the section head, who details one clerk to run a tape on the original roll, and who sends the duplicate to the change lister, who determines how much of each denomination of currency is necessary to make payments in cash to each man listed on the roll. The tape run on the original roll and the tape run on the change list roll can then be compared in order to prove that the comparers did not overlook any discrepancies in the amounts. The change lister should also prepare the consolidated change list which will be examined and passed by the section head who will ascertain that all rolls for any particular consolidated change list are listed thereon. The section head will then notify the personnel officers concerned that they may obtain the duplicate roll for transcribing purposes.

After payment is made, experienced clerks of the enlisted pay section will be appointed to receive the rolls from agents who paid them: to red-line all names and entries of men not paid; to see that all initialing required of witnessing officers has been done, and to prepare a temporary receipt, usually a mimeographed form, for the cashier's signature. The roll is then briefed, which consists of summarizing for accounting purposes like items under appropriate headings and allotment numbers on the face of each voucher. Then the pay roll is sent to the check writing section for the purpose of writing checks to individuals and agencies for whom collections have been made.

**510. Travel section.**—The travel section is primarily concerned with the processing of vouchers for reimbursement to officers, enlisted men, and civilian employees of the Army for expenses incurred incident to public travel ordered to be performed by competent authority.

**510.1. Flow of work.**—Travel vouchers are handled and computed in a manner similar to that previously described for vouchers processed in the enlisted pay section. Each voucher should be in-

dependently computed by two individuals in order to be sure that computations are correctly made. After the vouchers are computed and their correctness is assured, they are sent to the cashier if for cash payment, or to the check writing section if for check payment. Each voucher pertaining to an officer is posted to an officer's pay card as previously described in connection with the officers' pay section. If the section is to function satisfactorily, its personnel should be familiar with and know how to apply the rules relating to the Official Mileage Tables, Official Guide of the Railways, the Rand McNally Standard Highway Mileage Guide, Army Regulations, W. D., F. D. Form No. 46 (Request for Official Distance), the Standardized Government Travel Regulations, War Department Circulars and Bulletins, Finance Circulars and Bulletins, Routing Circular, and Decisions of the Comptroller General, as well as other publications on transportation.

Every travel voucher presented for payment should not require individual computation to determine the official distance involved. It is suggested that a card index of distances previously figured be maintained showing distances, how computed, land grant miles, and route over which computed. When a voucher is presented which involves travel over a route not previously computed a card is prepared and added to the index; however, if a card is found in the index covering the same travel as shown on the voucher, it is unnecessary to compute the distance as it may be taken from the card.

**510.2. Questionable claims.**—When questionable vouchers are submitted they should be referred to the principal clerk in order to obtain the benefit of his technical experience. In turn, the principal clerk seeks direction from higher authority for solutions to problems not covered by specific interpretations or authoritative decisions. When advice or decision is sought, a clear-cut review should be prepared and passed through channels, from the clerk initiating the query to the principal clerk who, if unable to furnish the solutions, presents the case to the chief clerk. Thus a chain of inspection is set up so that problems may be classified and studied by those whose duty it is to review the work of others. Since responsibility for all payments rests with the finance officer, he will undoubtedly want the opportunity to pass on the propriety of questionable claims.

In order to avoid repeating research on technical problems, an index to problems previously cleared should be maintained so that comparisons may be made and checked when similar cases come up in the future.

Notices of exceptions pertaining to travel should be studied and analyzed in order to obtain a better guide in computing and handling future problems of questionable nature.

**511. Civilian pay section.**—The work of the civilian pay section is to record, audit, process, and pass for payment pay rolls of civilian employees. Records and reports on Victory Tax and other deductions from the pay of civilian employees are handled by this section. Other duties are similar to those described in paragraph 509.

**511.1. Function of head clerk.**—The head clerk is charged with supervising and coordinating the work of the section so that a smooth, steady output will result. This supervision and coordination is particularly important during the heavy periods preceding the midmonth and end-of-month pay days. At such times unusual situations may arise to disorganize the work of the section if not expertly handled. The head clerk must thoroughly analyze changes in regulations and procedures and carefully explain such changes to the section personnel. All correspondence of the section comes to the head clerk for his attention and approval.

**511.2. Alternate section head.**—An experienced clerk having executive talent should be designated as the alternate section head who will take charge of the section in the event of a prolonged absence of the head clerk. He must be kept fully informed of official changes in procedure and of current developments and problems in order that he may function as the occasion arises.

**511.3. Civilian pay roll record cards.**—In the larger offices control cards are prepared for each station or organization for which pay rolls are submitted. Each card shows the issuing office pay roll serial numbers, inclusive dates covered by the pay rolls, number of items, approved amounts, voucher numbers, and the verified appropriations to which the pay rolls are charged.

**511.4. Processing routine.**—When received, vouchers are examined to see that each is correctly certified and new certifying signatures are checked with the signature card to establish their authenticity. Certificates of availability of funds must appear on certain vouchers. The remarks must also cite a proper authority and date, and if there is a change of grade, the date of entrance on the new duty must be shown. In the case of new appointees, transfers from one executive department to another, or in cases of former employees reinstated after a break in service, the date the oath was taken must be shown. Amounts, additions, and extensions will be carefully checked.

If payments are to be made in cash, the adding machine tapes should be compared with the change list totals.

**511.5. Simultaneous action with check writing section.**—Generally, civilian employees are paid by check on the 15th and last day of the month. These payments create peak loads twice a month but at the same time payments should be made promptly. An effective means of eliminating undue delay is therefore important.

In some instances where certain pay rolls carry hundreds of names and where experience has already shown that the office preparing such a roll has obtained a high degree of accuracy, it is possible to use a plan of simultaneous action with the check writing section. Under this plan the roll, when received, is immediately routed to the check writing section where it is assigned a voucher number; there the original copy is retained and the writing of checks gets under way. The duplicate copy, after assignment of voucher and check numbers, is sent to the civilian pay section for necessary verification, which is completed while the checks are being written. When action in the civilian pay section is completed, the memorandum copy of the pay roll is sent to the section head for his approval, thence to the check writing section where the checks, already completed, even to signature and wrapper, are awaiting release. Upon receipt of the approved pay roll, the checks may be promptly dispatched.

**512. Interchange of clerks.**—In order to train as many clerks as practicable in each of the duties of the branch and in order to make it possible to take care effectively of temporarily increased work in any section, the clerks in various sections should be required to exchange duties for definite periods of time. This procedure will also develop information as to the ability and aptitude of clerks in the several duties of the branch, and will afford to each clerk an opportunity to demonstrate his ability, capacity, and aptitude for work other than that regularly assigned. (F. C. B-1.)

**513. Distribution of agents' vouchers for audit.**—The pay and allowance branch is charged with the audit of vouchers submitted for credit by agent officers on fixed days during the month (20th, and if desired, the 5th and 20th or such other times as the accountable officer may direct). Careful coordination between the parent and agent offices is essential to insure that returns are prepared to conform with the sectionalized pay and allowance branch. Agents should be instructed to submit their returns accompanied by separate lists for each class of vouchers, corresponding to the sections of the offices, that is, officers' pay section, enlisted pay section, travel section, civilian pay section, etc., each list to include only the

classes of vouchers handled in the particular section. Such procedure simplifies routing, eliminates the necessity for splitting returns, helps insure against misplacing vouchers, and expedites clearance of agent officers' accounts.

**514. Processing vouchers to insure prompt payment.**—Daily reports should be made by each section to the finance officer showing the number of vouchers received, number processed, and number remaining on hand. Such reports give the finance officer a key to operations throughout the office and enable him to shift personnel to take care of any "bottlenecks" that may occur. Questionable vouchers should not be pigeonholed but should be promptly taken up with the proper person. Section heads are responsible for seeing that the proper disposition is made of all vouchers coming to their sections.

**515. Controversial cases and questionable payments.**—The disbursing officer is the individual who is personally held accountable by the General Accounting Office for the proper disbursement of public funds with which he is intrusted. Accordingly, with respect to controversial cases and questionable payments, he should be afforded the opportunity of making final decisions. This rule should be strictly observed in the following cases:

- (1) When correspondence reaches the point of becoming controversial in nature;
- (2) when it becomes necessary to withhold credit on a voucher paid by an agent officer;
- (3) when it is necessary to reduce the amount claimed or deny payment on a voucher presented for payment; and
- (4) when a doubt exists as to the propriety of payment.



## CHAPTER 6

## FUNCTIONS OF COMMERCIAL ACCOUNTS BRANCH

## SECTION I

## ORGANIZATION

**601. Scope of duties.**—The commercial accounts branch is charged with the duty of preparing, auditing, and paying all vouchers for supplies and nonpersonal services rendered. It is also charged with maintaining a complete record of all transactions in connection with payment for supplies delivered and nonpersonal services rendered, whether under contract, negotiated purchases, or emergency purchases. Further, it is charged with the maintenance of a file of all obligating papers, and with the prompt payment or other disposition of all bills covering supplies and services other than personal. This branch, by being in contact with many commercial concerns, is in a position to establish a very favorable reputation for the Army. This it may do by assisting the procuring officer wherever practicable and paying all accounts as soon as possible. Other duties are similar to those described in paragraph 509.

**602. Desirability of commissioned assistant in charge.**—In view of the many intricate problems that arise in the commercial accounts branch, it is desirable that a commissioned assistant be placed in charge of such branch, if available. Such commissioned assistant may also sign all commercial accounts for the disbursing officer, thus making the disbursing officer available for his more important duties.

**603. Function and duties of principal clerk.**

**603.1. Advisory capacity to officer in charge.**—The principal clerk of the commercial accounts branch is charged with the supervision and responsibility for all work assigned to the branch. Such supervision contemplates a thorough knowledge, not only of all purchasing methods used by the various arms and services of the War Department, the applicable controlling statutes, Army Regulations, War Department Circulars, Procurement Circulars, and Procurement Regulations, but also of the procedure followed by other departments of the Government for whom accounts are paid by the Army.

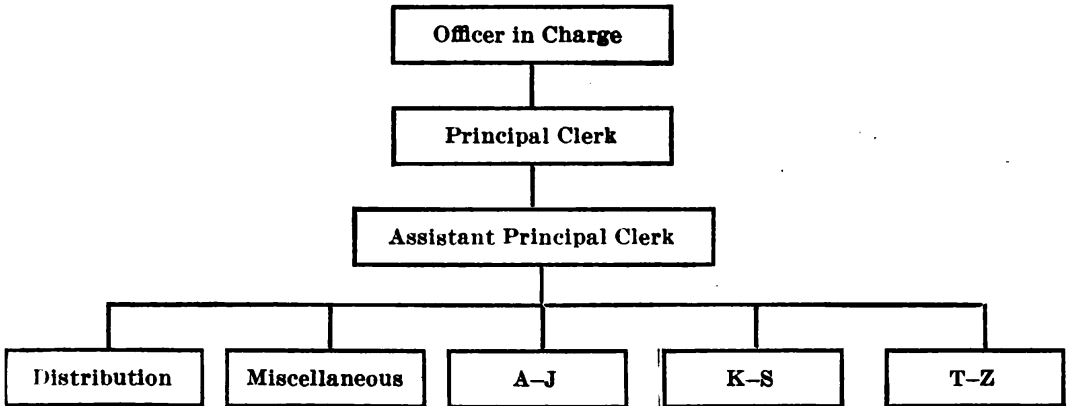
**603.2. Coordinating flow of work with entire office.**—The principal clerk, in order to coordinate the activities of the commercial

accounts branch with other branches of the office, must also have a general knowledge of accounting requirements, methods, and procedure followed in other branches of the office, and must at all times be cognizant of the general flow of work throughout the disbursing office. Only with such knowledge may vouchers calling for prompt payment on predetermined dates be so regulated as to arrive in the check writing section without causing confusion and delay. The principal clerk must at all times be cognizant of the ever changing nature of the accounts presented for payment, and must continually adjust the assignment of duties so as to balance the work within the branch.

**603.3. Duties of principal clerk.**—The more important duties of the principal clerk are to decide within the branch all questions as to legality, propriety, form, procedure, and method of payment, unless in his opinion or by directive the question involves a matter which is to be presented to the officer in charge of the branch or the disbursing officer. The principal clerk must maintain a complete index of all precedent cases, regulations, decisions, and instructions.

**603.4. Determination of policies.**—It must be determined at the outset, for each operation required to prepare a voucher for payment, whether the responsibility for the work involved should be assigned to an individual or section performing certain functions generally for the entire branch, or whether it should be assigned to sections performing similar work but constituting units within themselves based upon an alphabetical division of the work. With respect to determination of the assignment of functions, certain operations present no difficulties. For example, invoices are numbered serially when received in order to obtain an identifying number and to maintain a record of the number of invoices received, on hand, and passed for payment. Obviously, this function should be assigned to a clerk or clerks who will perform the operation for the entire branch. On the other hand, it is equally clear that the W. D., F. D. Form No. 1 (Bills Register) for a particular vendor can be more advantageously kept by an individual who is regularly assigned to a certain alphabetical section, in case the volume of work has necessitated alphabetical sections.

**604. Subdivision based on volume.**—The commercial accounts branch may be divided into subdivisions, depending upon the volume of work handled. In an exceptionally large disbursing office with numerous commercial accounts, particularly those involving cost-plus-fixed-fee contracts, a break-down similar to the one given below is offered as a guide.



## SECTION II

## OPERATION

**605. Recording and distribution of papers.**—As incoming mail is received, the date of receipt will be stamped on contracts, purchase orders, delivery orders, invoices or bills, receiving reports, etc., for supplies delivered and nonpersonal services rendered. The disbursing officer will then record the necessary data called for on the W. D., F. D. Form No. 1. Pending receipt of all supporting papers, those already on hand will be placed on file to await the receipt of the remaining papers necessary to make payment. When these remaining papers are received, the ones previously filed will be withdrawn. The voucher will then be prepared, with supporting papers attached, and processed for payment. Important communications and contracts are routed to the principal clerk for review and determination of action.

**606. Liaison with purchasing and contracting officers.**—Close cooperation should be maintained between the purchasing and contracting officer and the commercial accounts branch. As a rule, in most army posts the Quartermaster Corps and Engineer Corps comprise the main procurement units and the duty of procuring the necessary supplies is delegated to an officer in each of these organizations. These activities are sometimes augmented by procurements required by the Medical Department, Ordnance Department, Signal Corps, and other supply branches for articles peculiar to their own particular needs. As both the duty of furnishing the procuring instrument and the receiving report necessary to accomplish payment are generally vested in the one particular activity, it is readily seen that a smoothly running commercial accounts branch demands a thorough understanding with each of these supply branches.

**607. Preliminary examination of papers.**—Upon receipt of the various papers dealing with procurement of supplies or services,

it is the duty of the examining clerk to scrutinize all such papers received for accuracy and completeness prior to preparation of the voucher. He will be required to take the necessary steps to correct any deficiency found in the examination of these papers.

**608. Invoices bearing discounts.**—Invoices bearing discounts should be placed in either a separate file or should be tabbed in some form to indicate that they have discounts in order that they may be given necessary priority in processing to insure payment within the discount period. Too much stress cannot be placed on the importance of taking advantage of all discounts offered on invoices, as the failure to do so usually results in a disallowance by the General Accounting Office of the discount not deducted. (AR 35-6200.)

**609. Filing of correspondence.**—As a general rule, correspondence emanating from the commercial accounts branch has to do with specific payments and should be filed with the retained copies of the voucher to which it pertains and should bear the voucher number as the file reference. When the matter in question constitutes a precedent or is of a nature involving other branches of the office, copies should be furnished to the mail and file section for filing under proper file numbers in the general office file, and the various sections of the office informed of such precedents.

**610. Preparation of voucher.**—As soon as all the necessary papers pertaining to an account have been assembled, examined, and entered upon the Bills Register, the entire account is passed to a voucher writer for preparation of the public voucher, usually stated on Standard Form No. 1034. Vouchers for payment of supplies and nonpersonal service are usually prepared in triplicate. Voucher writers must be supplied with necessary data pertaining to appropriation and limitation symbol numbers from which they enter on the voucher the necessary accounting classification information. (AR 35-1040.)

**611. Final audit prior to payment.**—As soon as vouchers have been written, they are inspected and examined by an auditor or auditors who are charged with the responsibility of determining whether the account is payable and in proper form. All questionable vouchers should be brought to the attention of the principal clerk or officer in charge of the section for any necessary action.

**612. Final action on voucher.**—After this preaudit the complete assembled voucher is passed along to the disbursing officer, or the officer delegated to accomplish the necessary certificate, for his signature. The voucher is then sent to the check writing section

for entry thereon of voucher and check numbers. The triplicate copy of the voucher is then returned to the commercial accounts branch to complete the entry on the Bills Register as to the voucher and check numbers and date of payment. The triplicate copy is then sent along to the mail and files section for transmittal to the procuring agency. (AR 35-1040.)



## CHAPTER 7

## OFFICES OF CLASS B AGENTS

**701. Conditions justifying agency.**—The method of payment by agent officers will be utilized at stations at which the character of payments does not justify a separate disbursing account. At no time should an agent officer be detailed if it will result in delaying payments or otherwise complicate the public business to be handled. Nor should a disbursing account be replaced by an agent account if by so doing the increased work thereby thrown on the agent officer it is not more than compensated for by the decrease effected in the parent office. (AR 35-320.) The distinction between an accountable disbursing officer and an agent finance officer is set forth in paragraph 103.1.

**702. Appointment of agents.**

**702.1. Commissioned officers.**—Commissioned officers are detailed as agent officers at posts, camps, stations, or other commands, either by the War Department or by local commanding officers, and perform their duties as agent officers instead of as accountable officers. All such details of Class B agent officers will be promptly reported to the Chief of Finance by the accountable disbursing officers for whom they act as agents.

**702.2. Warrant officers.**—Warrant officers may be detailed as agent officers at posts, camps, stations, or other commands by the War Department and necessarily perform their duties as agent officers instead of as accountable officers. Prior to the detailing of a warrant officer to such duty the recommendation of the Chief of Finance with regard thereto will be obtained.

**703. Orders detailing agent.**—The order detailing an officer or warrant officer as a Class A or Class B agent officer will show the correct station designation of the accountable disbursing officer for whom the agent is to act, as "Disbursing Officer, Camp -----, -----," or "Disbursing Officer, ----- Division," and the maximum amount of money with which the agent officer is to be intrusted.

**704. When bond required.**

**704.1. Commissioned officer.**—The requirements as to the bonding of disbursing officers as set forth in paragraph 115.1 have equal application to Class B agents. From the above-mentioned paragraph it should be noted that *only* officers of the Finance Department

## 704.2 ORGANIZATION AND OPERATION OF DISBURSING OFFICES

and Quartermaster Corps, including officers detailed therein from other arms, services, or bureaus, who are intrusted with the duty of disbursing public moneys, will give the required bond as prescribed by regulations before entering upon such duty, either as accountable disbursing officer or agent officer. (AR 35-220.)

**704.2. Warrant officers.**—All warrant officers detailed as Class B agent officers will be required to furnish bond in the amount of \$5,000.00 before entering upon such detail. (AR 35-320.)

**704.3. Assistant and cashier.**—The Class B agent officer may designate an assistant to act as cashier, either an enlisted man or civilian employee. Such an assistant is required to be bonded. (See par. 115.3.) (AR 35-220.)

**705. Joint responsibility.**—The agent officer to whom funds are intrusted, as well as the accountable officer who intrusts the funds to him, will be held pecuniarily responsible therefor to the United States. This joint responsibility covers all erroneous payments, errors in computation of vouchers (excepting vouchers computed by the accountable officer), and funds received from all sources. Thus the United States may legally look to either officer for recoupment.

**706. Liaison with accountable officers.**—Accountable disbursing officers should instruct their agents as to the class of vouchers to be paid by them. Class B agent officers are required to render their returns to their parent office on the 20th of each month and whenever called upon to do so by the proper disbursing officer. However, it is customary to require agents to render additional returns about the 5th of the month in order to make a prompt accounting of payments occurring at the end of the previous month. Regulations provide that all proper accounts that are payable in cash will be so paid by an agent officer unless otherwise directed by the accountable officer. (AR 35-320.) The trend of directives from disbursing officers to agent officers should be toward greater latitude of action so that more complete finance service can be furnished the Army. The disbursing officer should see that his agents receive the proper instructions to enable them to pay all payments payable in cash at the earliest possible date upon assignment to duty; and inability of the agent to pay cash requirements at his station should be considered a reflection on the ability of the disbursing officer.

**707. Monthly report of operations.**—With the exceptions of those activities stated in paragraph 302.2, all Class B agent officers will submit the prescribed report of operation to their accountable officers on the 20th day of each month as provided for in paragraph 302. (F. C. B-18.)



**708. Class A agent officer distinguished.**—A Class A agent officer, usually a commissioned officer, or warrant officer is detailed by the local commanding officer as agent for the purpose of making specified payments. In a post, camp, or station maintaining an accountable disbursing office, the Class A agent officer will procure his funds directly from the accountable officer, but at a place using only a Class B agency, the funds may be turned over by the Class B agent to the Class A agent in the name of the accountable officer. Accounting for funds to make specific payments is required within 24 hours after the completion of the designated payments. (AR 35-320.)

**709. Operation of Class B agent office.**—For details relative to the operation of a Class B agent office, see TM 10-325.



RUBBER STAMPS FOR USE IN DISBURSING OFFICE

APPENDIX I

RUBBER STAMPS FOR USE IN DISBURSING OFFICE

Description	Purpose	Number Required
<div><p>J. F. DOE Major, F. D. Ft. Blank, Ind. Symbol #210680 Station #1500</p><p>----- * -----</p></div>	Brief block in upper right-hand corner of disbursement vouchers.	2
VOU NO ----- 194- \$----- Maj. J. F. DOE, F. D., Ft. Blank, Ind.	Office identifying stamp to be used on original invoices and other papers attached to original Standard Form No. 1034.	2
REC'D F. O. ----- FT. BLANK, IND.-----**-----	"Received" stamp for use on all incoming correspondence, regulations, invoices, purchase orders, receiving reports, etc.	2
Pay to the order of MERCHANTS NATIONAL BANK, INDIANAPOLIS, IND. For credit to the TREASURER OF THE UNITED STATES  ----- ** -----	Indorsement used in depositing checks to own official credit with Treasurer of the United States.	1
Disbursing Officer, U. S. Army Ft. Blank, Indiana Finance Officer, Ft. Blank, Indiana	Use for return address on envelopes, papers, etc.	2
Ft. Blank, Indiana J. F. DOE, Major, F. D. 1-99999	General utility	2
	General utility.	2
	Five wheels for vouchers and receiving reports.	1
1-99999	Six wheel for checks.	1

\*Represents channel for inserting standard size rubber type for month and year.  
\*\*Represents channel for inserting standard size rubber type for day, month, and year.

## ORGANIZATION AND OPERATION OF DISBURSING OFFICES

<i>Description</i>	<i>Purpose</i>	<i>Number Required</i>
NOV 3, 1942	One line standard date stamp.	4
212/30425 FSA 1942-43 FD 71 P 411-01	For pay and allowance vouchers of officers—War Department Form No. 336 (Pay and Allowance Account (Original)).	1
212/30425 FSA 1942-43 FD 74 P 414-01	For pay and quarters allowance vouchers of enlisted men—War Department Form No. 366 (Public Voucher—Pay Roll of Enlisted Men).	1
212/30502 S&TA 1942-43 QM 6 P 411-07	For furlough ration on War Department F. D. Form No. 12 (Voucher for Commutation of Rations and Liquid Coffee Money).	1
S/S filed W/vou ----- 194-- Accts. of Maj. J. F. Doe, F. D.	Used on pay vouchers of Reserve, National Guard, and Army of the United States officers.	1
Finance Office, Ft. Blank, Ind. ----- -----**-----	Used on travel orders for rations and quarters for enlisted men.	1
Monetary allow paid this date in cash (check) \$----- Amount of payment endorsed on enlisted man's travel order.		
Field rations from ----- to ----- -----, incl@ ----- per ration. RS&TA 1943-44.	Used on item 14 of War Department Form No. 336 when officers furnished field rations in kind. Blank spaces to be filled in with dates.	1
COMPUTED ----- COMPARED ----- AUDITED -----	Used on retained copy of pay rolls, vouchers, etc.	1
PAYEE(S) IDENTIFIED AND PMT WITNESSED BY ----- PMT MADE BY -----	Used on duplicate vouchers when payment is made in cash.	1
J. F. DOE, Major, F. D.	Used on Standard Form No. 1034 and other forms.	1
J. F. DOE, Major, F. D. By: _____ Deputy.	For use on all papers when deputy signs for disbursing officer.	2
Finance Office, Ft. Blank, Ind. (date)	Indorsement for discharge certificate upon final payment.	1
Paid in full \$----- -----		

\*\*Represents channel for inserting standard size rubber type for day, month, and year.

## PUBLICATIONS FOR USE IN DISBURSING OFFICE

## APPENDIX II

## PUBLICATIONS FOR USE IN DISBURSING OFFICE

Army Regulations.

Index to Army Regulations.

War Department Circulars.

War Department Bulletins.

War Department Special Orders.

War Department Memoranda.

Services of Supply Memoranda.

Services of Supply Circulars.

Finance Circulars.

Finance Bulletins.

Decisions of the Comptroller General (current issues).

Index-Digest to the Decisions of the Comptroller General with current supplements.

\*Manuscript Decisions of the Comptroller General.

\*Digest of Decisions of the Comptroller of the Treasury.

Military Laws, U. S., with supplement.

\*Digest of Opinions of The Judge Advocate General.

\*U. S. Code, with current supplement.

Women's Army Auxiliary Corps Regulations.

Circulars, Office of Quartermaster General.

\*National Guard Regulations and Circulars.

Compilation of War Department Publications with current supplements.

Index to War Department Publications.

Digest of War Department directives and index.

War Department Correspondence File.

Manual for Courts-Martial, U. S. Army.

Official Army Register.

Army Directory.

National Guard Register.

Official Mileage Tables.

Standardized Government Travel Regulations.

Atlases and Highway Guides.

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\*Desirable but not essential.

## ORGANIZATION AND OPERATION OF DISBURSING OFFICES

Official Guide of the Railways.

Postal Guide.

\*Bullinger's Post Office, Express and Freight.

Procurement Regulations.

Contract Bulletins.

General Supply Schedule and price lists.

Circular Letters, Office of Quartermaster General.

\*Regulations on objective—classification numbers.

\*General Accounting Office Digest of Symbols for Receipts and Appropriations, Civil Service Act, etc., revised to 1941.

Regulations, Handbook, and Current Circulars of the Technical Services.

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\*Desirable but not essential.

DISBURSING OFFICER'S CASH RECORD

APPENDIX III

DISBURSING OFFICER'S CASH RECORD

DATE		EXPLANATION	CASHIER			DISBURSING OFFICER		
Mo.	Day		Dr.	Cr.	Bal.	Dr.	Cr.	Bal.
Jan	1942				U.S.			
Jan	24	Balance			1229 72			6300 00
	25	Fml 323 Jones	17 34					
	25	Fml 654831				8100 00		14900 00
	25	Tr Cashier	200 00				200 00	14700 00
	25	Fml 389 Smith	1066 79					
	25	Fml 38 St. repairs	68 00					
	25	Fml 38 Johnson	249					
	25	Fml 38 V P S	02					
	25	Fml 38 Capt. Leuna	20 00					
	25	Fml 452 Johnson	3570					
	25	Fml 1044 Everett	26 00					
	25	Fml 1044 Smith	100 00					
	25	Tolla-Denton	56 15					
	25	C/D 506		288 76				
	25	Voucher 7978-85		529 22	1975 23			14200 00





## CHRONOLOGY OF REPORTS AND ACCOUNTS

APPENDIX IV  
CHRONOLOGY OF REPORTS AND ACCOUNTS

Day of month	Form No.	Prepared by—	Brief description, copies, and disposition	Reference
			<b>DAILY (IF TRANSACTIONS)</b>	
Each working day.	W. D., F. D. 51	Accounting branch	Schedule of Disbursements—original to Chief of Finance with original supporting vouchers.	(*)
Do	W. D., F. D. 52	do	Schedule of Collections—in duplicate to Chief of Finance with original supporting vouchers.	(*)
Do	W. D., F. D. 29	do	Letter of Transmittal—in duplicate to Chief of Finance. Used for transmittal of all account papers.	(*)
Do	Standard 1096	do	Schedule of Voucher Deductions (War Bonds)—in triplicate to Chief of Finance.	F. B. 122, 1942.
Do	Form prescribed	Commercial branch	Advice on contract advances and recoupment thereof—original with W. D., F. D. Forms Nos. 51 or 52 above to Chief of Finance.	F. B. 33, 1942.
			<b>PERIODICALLY THROUGHOUT MONTH</b>	
2d	W. D., F. D. 27	Accounting branch	Request for Funds—in duplicate to Chief of Finance not later than second working day after end of accounting period.	F. C. B-6.

\*New Accounting Procedure, Office Chief of Finance 8/1/42, SPFDR 101/331467.

## ORGANIZATION AND OPERATION OF DISBURSING OFFICES

Day of month	Form No.	Prepared by—	Brief description, copies, and disposition	Reference
4th	Treasury Department 1.	Accounting branch	<p>PERIODICALLY THROUGHOUT MONTH— Continued.</p> <p>Deposit of Receipt and Collections (duplicate copy) from preceding month to credit Treasurer of the United States if not already done on last ultimo, not later than 4th instant. (Three separate deposits—funds under Army Account of Advances, Civil Service Retirement and Disability Funds, and Trust Funds, the last two covering last half ultimo.</p>	(*)
5th	W. D., F. D. 54	Pay and accounting branch.	Abstract of Class A Pay Reservations (for enlisted men, prepared by personnel officer; for other military personnel, prepared by pay branch then completed as to voucher number, etc.) covering last half ultimo, original to Chief of Finance.	Cir. No. 364, W. D., 1942, as amended.
5th to 10th	Monthly report of operations: W. D., F. D. 25 (commercial branch).	Administrative branch.	Operations for previous month to appropriate administrative officer, in duplicate, with Report of Discounts on Purchases, between 5th and 10th. Report of statements of differences and notices of exceptions with reports for months of March and September. (Where tactical units and air force installations, under service commands for technical administration, additional copy to appropriate army or air force finance officer.)	F. C. B-18.

CHRONOLOGY OF REPORTS AND ACCOUNTS

10th	Prescribed, no number.	do	Check list and statement of depositary account for previous month to General Accounting Office with W. D., F. D. Form No. 48a and Standard Form No. 1098, latter in duplicate; with canceled checks; also list of spoiled and voided checks, in duplicate, with checks.	F. C. B-8.
10th	Standard 1019	Accounting branch	Account Current for previous month (in duplicate) with all supporting papers to Chief of Finance. For list of such papers, see paragraph 404.2.	(*)
10th	W. D., F. D. 11; W. D., F. D. 11a.	do	{ Soldiers' deposits and repayments, original or negative reports to Chief of Finance. (Duplicate of three reports combined in one abstract with accounts.)	F. C. B-7.
20th				
Last				
10th	W. D. 23a	do	{ Sale of gas, electric current, and water purchased under contract, prepared by post engineer, endorsed as to verification. Original to Chief of Finance, duplicate to district engineer office.	(*) F. C. B-7.
20th				
Last				
15th	Treasury Department 1.	do	Deposit of Civil Service Retirement and Disability Fund and Trust Funds (duplicate copy) for first half instant.	(*)
15th	Standard 1070	do	Triplicate copy on above deposits on Civil Service Retirement and Disability Fund to General Accounting Office, Accounting and Bookkeeping Division.	F. B. 141, 1941.
20th	W. D., F. D. 54	Pay and accounting branch.	Abstract of Class A Pay Reservations (for enlisted men, prepared by personnel officer; for other military personnel, prepared by pay branch then completed as to voucher number, etc.) covering first half current month, original to Chief of Finance.	Cir. No. 364, W. D., 1942, as amended.

\*New Accounting Procedure, Office Chief of Finance 8/1/42, SPFDR 101/331467.

## ORGANIZATION AND OPERATION OF DISBURSING OFFICES

Day of month	Form No.	Prepared by—	Brief description, copies, and disposition	Reference
			<b>PERIODICALLY THROUGHOUT MONTH—</b> Continued	
Last-----	Letter form-----	Pay branch-----	Report to The Surgeon General of amounts paid to contract surgeons.	F. B. 78, 1941.
Do-----	do-----	do-----	Report of deserters and dishonorably discharged enlisted men (in duplicate) to Chief of Finance. Negative report required.	F. C. B-5.
Do-----	do-----	Administrative branch.	Report of suspension on CPFF contracts received instant in duplicate, to Fiscal Division, Services of Supply.	F. B. 119, 1942.
Do-----	Treasury Department 5584.	do-----	Post card report of check book balance to Treasurer of the United States.	F. C. B-8.
Do-----	Prescribed, no number.	do-----	Report of funds expended for shipment of money accounts in duplicate to Chief of Finance.	F. C. B-1.
Do-----	Treasury Department 1.	Accounting-----	Report for June 30 of each year on reverse of W. D. Form No. 23a.	
			Deposit of Army Account of Advances (for entire month) and General Fund Receipt (last half) (duplicate copy). If impracticable, may be deposited up to and including 4th ultimo—see notation under 4th in column 1.	(*).
Do-----	Standard 1070-----	Accounting Branch-----	Triplicate copy on above deposits on Civil Service Retirement and Disability Fund to General Accounting Office, Accounting and Bookkeeping Division.	F. B. 141, 1941.

## CHRONOLOGY OF REPORTS AND ACCOUNTS

Do-----	Letter form-----	Commercial branch-----	List of CPFF contracts paid during current month to Audit Division, General Accounting Office.	F. B. 101, 1941.
CONDITIONAL REPORTS				
When occur-----	Radio-----	Administrative branch-----	Report of change in status of disbursing officers to Chief of Finance.	F. C. B-1.
Do-----	Letter form-----	do-----	Report of change in status of disbursing officers to administrative officer.	F. C. B-1.
Do-----	do-----	do-----	Report of change in status of enlisted men to administrative officer.	Letter C. C. O. F. 220.33, 11/24/36.
Do-----	do-----	do-----	Report of changes in Class B agent officers in duplicate to Chief of Finance.	F. C. B-1.
Do-----	Radio-----	do-----	Report of individual payments and collections in amount of \$1,000,000 or more to Under Secretary of Treasury.	F. B. 77, 1942, F. B. 121, 1942.
Do-----	Letter form-----	do-----	Report of delayed payments to troops to Chief of Finance through administrative officer.	AR 35-2320.
Do-----	Copy-----	do-----	Decisions of Comptroller General and letters from General Accounting Office involving change in accounting procedure which might affect other offices to be forwarded to Chief of Finance through administrative officer.	F. C. B-1.
Do-----	W. D., F. D. 36-----	Pay branch-----	Report of overpayments and underpayments to enlisted men, in duplicate, to enlisted man's commanding officer.	F. C. B-17; AR 35-2320.
Do-----	W. D., F. D. 34-----	do-----	Report of overpayments and reenlistments, in duplicate, to Chief of Finance.	F. C. B-17.
Do-----	Letter form-----	do-----	Notification of collection of overpayments to enlisted men, original to finance officer concerned. Prepared locally.	Fin. Memo. 17, 1928.

\*New Accounting Procedure, Office Chief of Finance 8/1/42. SPFDR 101/331467.

ORGANIZATION AND OPERATION OF DISBURSING OFFICES

Day of month	Form No.	Prepared by---	Brief description, copies, and disposition	Reference
When occur--	Form prescribed----	Commercial branch--	<p>CONDITIONAL REPORTS--Continued</p> <p>Report of repayments of discounts erroneously deducted. Original to Chief of Finance, duplicate for file with original voucher on repayment.</p> <p>Invoice of Funds Transferred when funds transferred to others (both by issuing and receiving officer at time funds issued and received). Copy to Chief of Finance marked "Advance copy from transferring (issuing) officer."</p> <p>Deposits of unexpended balances original to Chief of Finance date of deposit. (Duplicate copy of Treasury Department Form No. 1 same as in other deposits listed.)</p> <p>Report of no transaction, to Chief of Finance, in duplicate, in lieu of Account Current, when account is still active.</p> <p>Report of amounts deposited to appropriation 21-80X6500 National Defense Housing to Chief of Finance.</p>	F. B. 121, 1942.
Do-----	W. D. 326-----	Accounting branch--		(*)
Do-----	W. D., F. D. 53-----	do-----		(*)
Do-----	Standard 1063-----	do-----		F. C. B-2.
Do-----	Letter form-----	do-----		F. B. 78, 1941.

\*New Accounting Procedure, Office Chief of Finance 8/1/42, SPFDR 101/331467.

## MONTHLY REPORT OF OPERATIONS

## APPENDIX V

## MONTHLY REPORT OF OPERATIONS

## FINANCE DEPARTMENT

## MONTHLY REPORT OF OPERATIONS for the month of

-----  
(See note A)

1. Name of office -----
2. Name of disbursing officer or agent -----
3. If agent, name and station of disbursing officer for whom agent  
-----

---

 4. Personnel on duty in office (see note B):

	<i>Finance Department</i>		<i>Other arm or service</i>	
	<i>Disburs- ing duty</i>	<i>Property auditing</i>	<i>Number</i>	<i>Arm or service</i>
(a) Officers -----	-----	-----	-----	-----
(b) Warrant officers, U. S. A. -----	-----	-----	-----	-----
(c) Enlisted men -----	-----	-----	-----	-----
(d) Civilians -----	-----	-----	-----	-----

## 5. Total strength of units paid by finance officer at station on date of report (information can be secured from station headquarters):

Officers -----	Aviation cadets -----
Warrant officers -----	Civilians -----
Enlisted men -----	Others -----
Army nurses -----	Total -----

## ORGANIZATION AND OPERATION OF DISBURSING OFFICES

6. Total disbursements and collections (see note *C*):

By check.....	Number checks during month.....
By cash.....	
Voucher collections.....	Number vouchers for disbursing officer.....
Total for disbursing officer.....	Number vouchers for agents.....
Total for Class B agents.....	Total number vouchers.....
Total for disbursing officer and agents.....	

## 7. Vendor's invoices:

On hand 1st day of month.....	On hand last day of month.....
Received during month.....	Over 30 days old.....
Total.....	

8. List of Class B agent officers and report of actual cash on hand at close of business on the 20th day of month, classified according to authority for holding (see note *D*):

Held by—	AR 35-140	AR 35-140	AR 35-560	AR 35-140	Total
	Secretary of Treasury amount held	Secretary of War amount held	Amount held	Amount held	
Disbursing officer.....					
Agent at (see note <i>E</i> ):					

## 9. What duties (other than finance) are performed by officers or clerks, Finance Department, at your station:

10. Remarks of reporting officer (see notes *F* and *G*):

Date ..... Signature .....

Station ..... Date .....

## 11. Remarks of disbursing officer, if report is made by agent:

Date ..... Signature .....

## 12. Remarks of reviewing officer (army, service command, etc.):

Date ..... Signature .....



## MONTHLY REPORT OF OPERATIONS

## NOTES

- A:** This report to cover entire operations of the month, whether or not more than one disbursing officer was on duty in the office, and to be rendered in triplicate as of the last day thereof, agent officers to render report as of 20th of the month covering preceding 30-day period. Disbursing officers will forward reports of their agent offices as inclosures to their reports. For distribution see Finance Circular B-18.
- B:** Include in this item under appropriate heading all personnel of other arms or services on strictly finance duty in office.
- C:** Show amount disbursed, checks issued, and vouchers handled by disbursing officer and his Class B agents separately. Report by disbursing officer will show total to agree with Account Current and to include cash and voucher collections.
- D:** For the purpose of this report only currency will be considered. Checks issued by disbursing officers to agents not converted into cash and checks received in settlement of obligations to the United States should not be included. Disbursing officer or agent to report amount held opposite appropriate classification for office under proper column to indicate authority under which held.
- E:** Disbursing officer to make consolidated list of *all* Class B agent officers together with station of each, regardless of whether or not the agent has authority to keep cash on hand and actually holds cash on hand, indicating amount of cash on hand where applicable. Agent officer, on his report, to show amount held by him in proper column.
- F:** Report name and location of depository in first report for office—any changes to be reported in subsequent reports.
- G:** Include report of any overtime over 48 hours performed by enlisted and civilian clerks in office.



## REPORT ON STATEMENTS OF DIFFERENCES

## APPENDIX VI

REPORT ON STATEMENTS OF DIFFERENCES AND  
NOTICES OF EXCEPTIONS

1. Name of disbursing officer \_\_\_\_\_  
Station \_\_\_\_\_ Date \_\_\_\_\_
2. Statement of Differences No. \_\_\_\_\_ Dated \_\_\_\_\_ Bond \_\_\_\_\_
3. Certificate No. \_\_\_\_\_ Dated \_\_\_\_\_
4. Number of items suspended and disallowed \_\_\_\_\_
5. Number of such items for which reply not made within 30 days  
of receipt of Notice of Exception \_\_\_\_\_
6. (a) Number of such items for which reply not made within 90  
days of receipt of Notice of Exception \_\_\_\_\_  
(b) Reasons for no reply under (a) \_\_\_\_\_  
\_\_\_\_\_
7. Number of Notices of Exceptions under same bond received but  
not included on any S. D. \_\_\_\_\_
8. Number of such notices showing :  
(a) No reply within 30 days \_\_\_\_\_  
(b) No reply within 90 days \_\_\_\_\_  
(c) Reasons for any items under (b) \_\_\_\_\_  
\_\_\_\_\_
9. Number of items previously reported in detail to the Chief of  
Finance under paragraph 13b(2) and (4), F. C. No. B-17, and  
still outstanding (all items reported here will be identified by  
references to the vouchers as here shown or by statement attached  
hereto) : \_\_\_\_\_
10. Number of similar items reported herewith in compliance with  
paragraph 13b(2) and (4), F. C. No. B-17 \_\_\_\_\_
11. Any further remarks : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## BLANK FORMS

## APPENDIX VII

BLANK FORMS\* NEEDED FOR NEWLY ACTIVATED  
DIVISION FINANCE OFFICE

(About 6 months' supply)

## WAR DEPARTMENT FORMS

<i>Form No.</i>	<i>Title</i>	<i>Approximate number</i>	<i>How obtained</i>
35	War Department Signature Card.....	1, 500	
326	Invoice of Funds Transferred.....	100	.
327	Cash Receipt for Funds Transferred.....	100	
6	} Public Voucher for 6 Months' Death Gratuity {	50	
6a		50	
322	Voucher to Stock Record Account—Abstract of Authorized Sales of Supplies (other than subsistence stores).	100	
323	Abstract of Funds Received from Sales of Services.	100	
325	Account of Sales of Public Property at Public Auction or on Sealed Proposals.	100	.
330	Pay Roll—Per Diem and Reimbursement of Traveling Expenses—Group, Travel Under Same Authorization (Enlisted Personnel).	100	
335	Public Voucher—Personal Services.....	100	
332	Public Voucher—Emergency Purchases and Nonpersonal Services Not Exceeding \$100 (original).	100	
332a	Public Voucher—Emergency Purchases and Nonpersonal Services Not Exceeding \$100 (memorandum).	100	
336	Pay and Allowance Account (original).....	3, 000	
336a	Pay and Allowance Account (memorandum)...	3, 000	
338	Public Voucher for Fees and Mileage of Wit- nesses and for the Giving of Depositions.	100	
338a	Public Voucher for Fees and Mileage of Wit- nesses and for the Giving of Depositions (memorandum).	100	
348	Public Voucher—Telegrams and Cablegrams..	100	
351	Voucher for Commutation of Rations in Hos- pital.	25	
366	Public Voucher—Pay Roll of Enlisted Men...	1, 000	
366a	Public Voucher—Pay Roll (inside sheet).....	10, 000	

\*Except as otherwise indicated, blank forms will be procured from the Quartermaster Corps (see par 111.3).

## ORGANIZATION AND OPERATION OF DISBURSING OFFICES

<i>Form No.</i>	<i>Title</i>	<i>Approximate number</i>	<i>How obtained</i>
370	Public Voucher—Final Statement of Account of Soldier.	100	
372	Liquid Coffee Account.....	300	
373	Public Voucher—Ration and Savings Account (original).	50	
373a	Public Voucher—Ration and Savings Account (memorandum).	100	
380	Transcript Statement of Account (original and memorandum).	500	Chief of Finance.

## STANDARD FORMS

1012	Voucher for Per Diem and/or Reimbursement of Expenses Incident to Official Travel.	1,000	
1012a	Voucher for Per Diem and/or Reimbursement of Expenses Incident to Official Travel (memorandum).	1,000	
1012b	Continuation Sheet (original).....	100	
1012c	Continuation Sheet (memorandum).....	100	
1012d	Receipt for Cash—Subvoucher. (For meals, lodging, and other miscellaneous travel expenses.)	50	(500 for overseas)
1012e	Statement of Travel by Motor Vehicle.....	100	
1013d	Pay Roll for Personal Services—Short Form (Employees on Annual Salary Basis).	100	
1013e	Pay Roll for Personal Services—Short Form (memorandum) (Employees on Annual Salary Basis).	200	
1019	Account Current (line distribution, large)....	500	
1034	Public Voucher for Purchases and Services Other than Personal.	250	
1034a	Public Voucher for Purchases and Services Other than Personal (memorandum).	250	
1035	Public Voucher for Purchases and Services Other than Personal (first and follow sheet of original voucher).	50	
1037	Affidavit to be Executed by the Mother of an Officer Claiming Dependency Allowances Under the Act of June 10, 1922, 42 Stat. 625.	50	
1044	Schedule of Collections.....	50	
1045	Summary of Collections.....	100	
1046	Schedule of Transfers—Special Deposits.....	100	
1049	Public Voucher for Refunds (original—tabular form).	50	
1050	Public Voucher for Refunds (memorandum—tabular form).	100	

## BLANK FORMS

<i>Form No.</i>	<i>Title</i>	<i>Approximate Number</i>	<i>How obtained</i>
1055	Application for Payment of Amounts Due Deceased or Incompetent Civilian Employees, Officers, and Enlisted Men in the Military Service, and Public Creditors of the United States.	50	
1064	Schedule of Disbursements.....	500	
1070	Schedule of Retirement and Disability Fund Credits.	100	
1071	Mileage Voucher (original).....	1, 500	
1071a	Mileage Voucher (memorandum).....	200	
1063	Collecting and Disbursing Officer's or Agent's Report of No Transaction.	25	
1096	Schedule of Voucher Deductions.....	1, 000	
1098	Schedule of Canceled Checks.....	100	
1094	U. S. Government Tax Exemption Certificate..	25	

## FINANCE DEPARTMENT FORMS

1	Bills Register.....	100	
2	Cash Book.....	25	
2a	Cash Book (insert sheets).....	75	
2b	Cash Book (ordinary size).....	3	
3	Pay Card—Commissioned Officers.....	1, 000	
4	Pay Card—Civilian Employees.....	500	
10	Soldiers' Deposits.....	300	
11	Abstract of Soldiers' Deposits.....	100	
11a	Abstract of Expenditures from "Pay of the Army, Deposit Fund," and Interest Paid on Account Thereof.	200	
12	Voucher for Commutation of Rations and Liquid Coffee Money.	1, 000	
25	Report of Discount on Purchases.....	50	
27	Recapitulation of Expenditures and Request for Funds.	100	
29	Letter of Transmittal (Account Current).....	600	
31	Appropriation and Procurement Authority Adjustment. (Appropriation incorrectly reported on voucher.)	100	
33	Soldier's Deposit Book.....	500	
34	Report of Overpayments and Reenlistments...	100	
35	Analysis of Voucher.....	50	
35a	Analysis of Voucher (small size).....	50	
36	Notification to Commanding Officer of Overpayment to Enlisted Men.	200	
38	Receipt for Miscellaneous Collections.....	200	
39	Receipt for Funds, Proceeds of Sale of Property, Deceased Soldiers.	100	
40	Money Accounts Work Sheet.....	300	
44	Change List.....	500	
45	Funds Intrusted to Agent.....	2, 000	

## ORGANIZATION AND OPERATION OF DISBURSING OFFICES

<i>Form</i>	<i>Title</i>	<i>Approximate number</i>	<i>How obtained</i>
45a	Receipt for Trust Funds.....	2, 000	
45b	Return of Funds and Statement of Balance....	1, 000	
45c	Acknowledgment of Return of Funds and State- ment of Balance.	1, 000	
46	Request for Official Distance.....	50	
47	Notice of Voucher Collection of Account Due Sales Officer.	100	
	New Pay Tables when available.....	20	

ADDITIONAL FORMS REQUIRED FOR FIELD FORCE  
FINANCE OFFICERS

W. D., I. G. D. Form No. 3.	Report of an Inspection and State- ment of the Money Account- ability.	25	Inspector Gen- eral's Department.
W. D., I. G. D. Form No. 3c.	Data to Accompany W. D., I. G. D., Form No. 3 Pertaining to the Accounts of a Disbursing Officer (List of Checks Drawn for Cash).	25	
W. D., I. G. D. Form No. 3a.	List of Outstanding Checks (Re- capitulation sheet).	25	
W. D., I. G. D. Form No. 3b.	Insert to W. D., I. G. D. Form No. 3a.	25	
Treasury Depart- ment Form No. 1231.	Requisition for Disbursing Officer Checks.	10	
Treasury Depart- ment Form No. 1.	Certificate of Deposit.....	200	Treasury Depart- ment.
Treasury Depart- ment Form No. 6599.	Certificate of Deposit for Check- ing Account.	500	Do.
W. D., A. G. O. Form No. 27.	Statement of Accounts.....	300	
W. D., A. G. O. Form No. 29.	Authorization for Allotment of Pay.	200	
W. D., A. G. O. Form No. 30.	Notification of Discontinuance of Allotment.	50	
W. D., F. D. Form No. 51.	Schedule of Disbursements.....	1, 500	
W. D., F. D. Form No. 52.	Schedule of Collections.....	2, 500	
W. D., F. D. Form No. 29.	Letter of Transmittal (revised)..	600	
W. D., F. D. Form No. 53.	Deposits of Unexpended Balances..	10	
W. D., Q. M. C. Form No. 400.	Requisition (bond and thin).....	100	



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[A. G. 062.11 (1-15-43).]

BY ORDER OF THE SECRETARY OF WAR:

G. C. MARSHALL,  
*Chief of Staff.*

OFFICIAL:

J. A. ULIO,  
*Major General,  
The Adjutant General.*

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